

# Purchasing Proposal Evaluation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an evaluation of the proposals submitted for [specific project or purchase description]. As we are moving forward in the procurement process, it is essential for us to gather your insights and feedback regarding the proposals we have received.

Please find attached the proposals from the following vendors:

- [Vendor 1]
- [Vendor 2]
- [Vendor 3]

We would appreciate it if you could review these proposals and provide your evaluation based on the outlined criteria by [due date]. Your expertise is invaluable in making an informed decision that aligns with our organizational goals.

Thank you for your attention to this matter. Should you have any questions or need further information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]