Request for Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Vendor's Name],

We are reaching out to formally request a proposal for [specific goods/services] that your company provides. As we are in the process of [briefly describe the project, initiative, or reason for the request], we believe that your expertise in this area will greatly benefit our efforts.

We would appreciate if you could provide us with a detailed proposal that includes:

- Overview of your company and experience
- Outline of the proposed solution
- Timeline for delivery
- Cost estimates
- Any additional information you deem relevant

We kindly ask that your proposal be submitted by [insert deadline], as we aim to make a decision shortly thereafter. Please feel free to reach out if you have any questions or need further information.

Thank you for considering our request. We look forward to your proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]