

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Vendor's Name]
[Vendor's Company]
[Vendor's Address]
[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. We are currently in the process of evaluating potential vendors for [specific service or product] and are interested in receiving your proposal.

Could you please provide us with your proposal, including details on pricing, delivery timelines, and any other relevant information by [submission deadline]? We are looking for a solution that [mention any specific requirements or criteria].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,
[Your Name]
[Your Title]