

Notification of Vendor Proposal Request

Dear [Vendor's Name],

We are pleased to announce that [Your Company Name] is seeking proposals from qualified vendors for [brief description of the project or service]. This initiative aims to [objective of the project/service].

Please find the details of the proposal request below:

- **Project Title:** [Project Title]
- **Submission Deadline:** [Submission Deadline]
- **Proposal Requirements:** [List of requirements]
- **Contact Information:** [Your Contact Information]

We encourage you to submit your proposal and look forward to potentially working together. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]