

# Vendor Contract Proposal Request

Date: [Insert Date]

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

[Vendor Name]  
[Vendor Company Name]  
[Vendor Address]  
[City, State, ZIP Code]

Dear [Vendor Name],

We are pleased to invite you to submit a proposal for [specific services or products] that our company is seeking. As part of our commitment to quality and excellence, we are looking for a vendor who can meet our requirements and deliver exceptional results.

Please include the following in your proposal:

- Company profile including experience
- Detailed description of services/products offered
- Pricing structure
- References from previous clients
- Proposed timeline for delivery

Proposals should be submitted by [submission deadline]. We look forward to reviewing your proposal and the possibility of working together.

Thank you for your attention to this request.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]