

# Supplier Response to RFP

**Date:** [Insert Date]

**To:** [Recipient's Name]

**Company:** [Recipient's Company]

**Address:** [Recipient's Address]

**Subject:** Response to RFP - Detailed Cost Breakdown

Dear [Recipient's Name],

We are pleased to submit our detailed cost breakdown in response to your Request for Proposal (RFP) issued on [Insert RFP Date].

## Cost Breakdown

Item/Service	Quantity	Unit Price	Total Cost
[Item/Service 1]	[Quantity 1]	[Unit Price 1]	[Total Cost 1]
[Item/Service 2]	[Quantity 2]	[Unit Price 2]	[Total Cost 2]
<b>Total</b>			<b>[Grand Total]</b>

Please feel free to reach out if you have any questions or need further clarification regarding our proposal. We look forward to the opportunity to collaborate with you.

Thank you for considering our submission.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]