

Supplier Response to RFP

Date: [Insert Date]

To: [Insert Client Name]

From: [Insert Supplier Name]

Subject: Response to RFP - Timelines and Milestones

Introduction

Dear [Client Name],

Thank you for the opportunity to respond to your Request for Proposal (RFP) dated [Insert RFP Date]. We appreciate your consideration and are pleased to provide the following timelines and milestones related to our proposal.

Proposed Timelines and Milestones

- **Project Kick-off:** [Insert Date]
- **Phase 1 Completion:** [Insert Date]
- **Phase 2 Progress Review:** [Insert Date]
- **Phase 3 Completion:** [Insert Date]
- **Final Review and Feedback:** [Insert Date]
- **Project Conclusion:** [Insert Date]

Conclusion

We are committed to adhering to these timelines and ensuring the successful execution of the project. Please feel free to reach out for any further clarifications.

Best Regards,

[Your Name]

[Your Title]

[Supplier Name]

[Contact Information]