

Request for Proposal Submission

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Contact Name],

We are pleased to invite you to submit a proposal in response to our Request for Proposal (RFP) for [Project/Service Description]. We believe your organization's expertise aligns well with our requirements.

Please find enclosed the RFP document, which outlines the project specifications, evaluation criteria, and submission guidelines. We request that you submit your proposal by [Submission Deadline].

Should you have any questions or require further clarification, do not hesitate to reach out to us at [Your Contact Information].

Thank you for considering this opportunity. We look forward to your submission.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Your Company's Address]

[Your Contact Information]