

# Contract Response Solicitation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Recipient's Name],

We are pleased to extend an invitation to your organization to respond to our contract solicitation for [brief description of the contract, e.g., "software development services"]. We believe that your expertise and capabilities align well with our requirements.

Please find attached the Request for Proposal (RFP) documents, which provide detailed information about the scope of work, evaluation criteria, and submission guidelines. We encourage you to review the materials carefully and prepare a proposal that demonstrates your qualifications.

We would appreciate receiving your response by [submission deadline], at which time we will evaluate all submissions. Should you have any questions regarding this solicitation, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity. We look forward to your prompt and thoughtful response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]