

Request for Proposal for Consulting Services

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Consultant's Name]

[Consultant's Title]

[Consultant's Company Name]

[Consultant's Company Address]

[City, State, Zip Code]

Subject: Request for Proposal for Consulting Services

Dear [Consultant's Name],

We are looking to engage a consultant to assist us with [brief description of the project or service needed]. We kindly request a formal offer letter outlining your services and associated costs.

Please include the following information in your proposal:

- Overview of your qualifications and experience
- Proposed timeline for the project
- Detailed pricing structure
- Terms and conditions of service

We would appreciate receiving your offer by [insert deadline]. Thank you for considering this opportunity. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]