

Formal Offer Letter Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are reaching out to formally request a proposal for the services/products you provide. Our company, [Your Company Name], is currently looking for a vendor who can [briefly explain the need, e.g., supply office supplies, provide catering services, etc.].

We would appreciate it if you could send us a detailed proposal that includes the following:

- Pricing information
- Product/service specification
- Delivery options and timelines
- Terms and conditions
- Previous client references

Please send your proposal by [Insert deadline, e.g., two weeks from the date above]. If you have any questions or need further information, feel free to contact me at [Your Email] or [Your Phone Number].

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]