

Business Proposal for Vendor Selection

Date: [Insert Date]

From: [Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip]
[Email]
[Phone Number]

To: [Vendor's Name]
[Vendor's Company]
[Vendor's Address]
[City, State, Zip]

Subject: Proposal for Vendor Selection

Dear [Vendor's Name],

We are pleased to announce that [Your Company] is currently seeking qualified vendors to partner with for [specific project or service]. We have reviewed your company's profile and believe you could be a suitable candidate for this project.

Project Overview

The objective of this project is to [briefly describe the project, its goals, and the desired outcomes].

Vendor Requirements

We are looking for a vendor who can:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

Proposal Submission

Please provide your proposal by [submission deadline], including details regarding your approach, pricing, and any relevant experience. Proposals can be submitted via email to [Your Email].

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- [Criterion 1]
- [Criterion 2]
- [Criterion 3]

We look forward to the opportunity to collaborate with you and will be happy to answer any questions you may have.

Thank you for your time and consideration.

Sincerely,
[Your Name]
[Your Title]
[Your Company]