

Request for Vendor Services or Partnership

Subject: Request for Proposal - [Service/Project Name]

Dear [Vendor Contact Name],

I am writing on behalf of [company name] to request a proposal for [services/products] that would support our upcoming [project/initiative].

Our organization is [brief company description] and we are currently [context for the need]. We are seeking a qualified vendor who can provide [specific services/products] to help us achieve [objectives].

The scope of work would include: [detailed list of requirements, deliverables, and specifications].

The project timeline is [dates], with an expected completion date of [date]. Our budget range for this project is [amount or range, if appropriate to share].

We would like your proposal to address the following: [list specific questions or requirements such as pricing structure, timeline, team qualifications, relevant experience, approach/methodology, references].

Key considerations for vendor selection include [criteria such as experience, cost, timeline, quality, support]. We are particularly interested in vendors who have [specific qualifications or experience].

Please submit your proposal by [deadline date]. We plan to make our selection by [date] and begin work on [date]. Proposals should be sent to [email address] with the subject line "[Reference Number/Project Name]."

If you have any questions about this request or need clarification on any requirements, please don't hesitate to contact me at [phone] or [email].

We look forward to reviewing your proposal.

Sincerely,

[Your Name]

[Title]

[Contact Information]

Get more templates here: <https://www.lettersandtemplates.com/letters/persuasive-request-letter>