

Professional Service Request

Subject: Service Requisition - [Service Type]

Dear [Service Provider/Manager],

We require professional services to address specific operational needs within our organization. This requisition outlines our service requirements and engagement parameters.

SERVICE DESCRIPTION:

We need [detailed description of service required]. The scope includes [specific deliverables, timeline, quality standards].

REQUIREMENTS:

- Service Level: [specifications]
- Duration: [timeframe]
- Deliverables: [expected outcomes]
- Reporting: [progress updates required]

VENDOR SELECTION:

We request proposals from qualified service providers who can demonstrate [required qualifications, certifications, experience].

BUDGET PARAMETERS:

Allocated budget: [amount]

Payment terms: [preferred arrangement]

CONTRACT TERMS:

[Any specific requirements regarding liability, confidentiality, termination clauses]

Please confirm availability and provide detailed proposal by [deadline].

Professional regards,

[Your Name]

[Your Position]

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