Preliminary RFP transmittal email

Subject: Initial Submission for RFP [RFP Number]

Dear [Recipientâ€™s Name],

Attached is our preliminary response to RFP [RFP Number]. We are submitting this ahead of the final deadline to ensure you have sufficient time to review and provide feedback if necessary.

While this submission is complete according to the stated requirements, we are open to incorporating clarifications or additional details should they be requested. Our final submission will reflect any updates or refinements needed.

Thank you for allowing us the opportunity to participate in this process. We look forward to your review.

Best regards,

[Your Name]

[Company Name]

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