

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Contractor Name]

[Contractor Company Name]

[Contractor Address]

[City, State, Zip Code]

RE: Request for Proposal (RFP) for Landscaping Services

Dear [Contractor Name],

We are writing to invite you to submit a proposal for landscaping and grounds maintenance services at [Property Address/Location Name].

1. Scope of Work

The requested services include, but are not limited to:

- Regular lawn mowing and edging
- Hedge and shrub trimming
- Weed control and fertilization
- Seasonal planting and mulching
- Debris removal and seasonal clean-up
- Irrigation system monitoring

2. Proposal Requirements

Please include the following in your submission:

- Company background and experience
- Itemized cost breakdown (monthly and annual)
- Proof of insurance and relevant licenses
- References from current or past clients
- Proposed schedule of visits

3. Submission Deadline

Please submit your formal proposal via email or mail no later than [Date].

4. Site Visit

Should you wish to inspect the property before submitting your proposal, please contact [Name] at [Phone Number] to schedule a walkthrough.

We look forward to reviewing your proposal.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]