

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]

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

Dear [Vendor Contact Name],

Our company, [Your Company Name], is currently seeking proposals for [briefly describe the service needed, e.g., IT support, janitorial services, or marketing consulting]. We have identified your company as a potential provider for these services.

The scope of work for this project includes:

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

We request that your proposal includes the following information:

- A detailed description of the services to be provided.
- A breakdown of costs and pricing structure.
- An estimated timeline for project completion or service commencement.
- References from current or past clients.

Please submit your proposal by [Date] via [Email Address or Submission Method]. If you have any questions regarding this request, please contact [Name] at [Phone Number/Email].

We look forward to reviewing your proposal.

Sincerely,

[Your Signature]
[Your Printed Name]