

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Contractor Name]  
[Contractor Company]  
[Contractor Address]  
[City, State, Zip Code]

**Subject: Request for Proposal (RFP) for Landscaping Services**

To Whom It May Concern,

[Your Company Name] is currently seeking proposals for professional landscaping and grounds maintenance services for our property located at [Property Address]. We invite your company to submit a bid based on the requirements outlined below.

**Scope of Work:**

The requested services include, but are not limited to:

- Mowing, edging, and trimming of all grass areas.
- Weed control and fertilization.
- Pruning of trees and shrubs.
- Spring and Fall seasonal cleanup.
- Mulching of flower beds.
- Maintenance of the existing irrigation system.
- [Optional: Snow removal services].

**Submission Requirements:**

Your proposal should include the following information:

- A brief overview of your company and experience.
- A detailed breakdown of costs (monthly and annual).
- A schedule of visits and specific services to be performed.
- Proof of liability insurance and worker's compensation.
- At least three professional references.

**Site Visit:**

If you wish to inspect the property before submitting your proposal, site visits can be scheduled between [Start Date] and [End Date] by contacting [Contact Person Name] at [Phone Number/Email].

**Deadline:**

Please submit your written proposal no later than [Deadline Date] via email to [Email Address] or by mail to the address listed above.

We look forward to reviewing your proposal and potentially working with your team.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]