

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

[Pest Control Company Name]
[Contact Person Name]
[Address]
[City, State, Zip Code]

Subject: Request for Proposal (RFP) for Commercial Pest Control Services

Dear [Contact Name],

[Company Name] is formally requesting a proposal for comprehensive pest control services at our facility located at [Facility Address]. We are seeking a qualified partner to provide proactive management and preventative treatments to ensure a pest-free environment.

Scope of Work:

- Regular inspections of interior and exterior areas (Monthly/Quarterly).
- Targeted treatment for common pests (ants, rodents, cockroaches, stinging insects).
- Detailed reporting after each visit including findings and actions taken.
- Emergency call-back services between scheduled visits.
- Compliance with all local health and safety regulations.

Proposal Requirements:

Please include the following in your submission:

1. Company profile and experience with similar commercial properties.
2. Proposed service schedule and methodology.
3. Pricing structure (Monthly fee, initial setup fee, and emergency call rates).
4. Proof of insurance and relevant pesticide application licenses.
5. List of at least three professional references.

Timeline:

Please submit your proposal by [Date] via email to [Email Address]. We may request an on-site walkthrough prior to the submission deadline. Please contact [Contact Name] at [Phone Number] to schedule a site visit.

We look forward to reviewing your proposal.

Sincerely,

[Signature]
[Printed Name]
[Company Name]