

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

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

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

To Whom It May Concern,

You are invited to submit a proposal for landscaping services at the following location: [Property Address/Location Name].

**1. Scope of Work**

The requested services include, but are not limited to:

- Lawn mowing, edging, and weeding.
- Pruning and trimming of trees and shrubs.
- Debris removal and seasonal leaf cleanup.
- Fertilization and pest control.
- Irrigation system monitoring and maintenance.
- [Insert additional specific tasks here].

**2. Service Schedule**

The contract is expected to begin on [Start Date] and continue for a period of [Duration, e.g., 12 months]. Services are required on a [Weekly/Bi-weekly/Monthly] basis.

**3. Proposal Requirements**

Please include the following in your proposal:

- Detailed cost breakdown (per visit or monthly flat fee).
- List of equipment and materials to be used.
- Proof of liability insurance and worker's compensation.
- References from at least three current or former clients.

**4. Submission Deadline**

All proposals must be submitted no later than [Time] on [Date]. Proposals can be sent via email to [Email Address] or delivered to [Physical Address].

**5. Site Visit**

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

Thank you for your interest in working with us. We look forward to receiving your proposal.

Sincerely,

[Signature]

[Typed Name]

[Title/Position]