**Proposal Request Letter to a Company**

horizontal line

**Jane Smith  
Project Manager  
Innovative Solutions Inc.  
123 Innovation Drive  
Tech City, NY 12345  
jane.smith@innovativesolutions.com  
555-678-9101  
May 27, 2024**

**John Doe  
Sales Director  
TechCorp Solutions  
456 Technology Lane  
Business City, NY 67890**

Dear Mr. Doe,

### **Subject: Request for Proposal for IT Infrastructure Upgrade**

I am writing on behalf of Innovative Solutions Inc. to formally request a proposal for an IT infrastructure upgrade. We have identified TechCorp Solutions as a potential partner due to your expertise and proven track record in IT services and infrastructure projects.

### **Project Overview:**

* **Project Name:** IT Infrastructure Upgrade
* **Project Description:** This project aims to upgrade our current IT infrastructure to enhance efficiency, security, and scalability. The scope includes network upgrades, server enhancements, and implementation of advanced security protocols.
* **Expected Timeline:** Proposed start date is August 1, 2024, with an expected completion date of December 31, 2024.

### **Proposal Requirements:**

We would appreciate it if you could provide a detailed proposal that includes:

* **Project Approach:** Your approach to addressing our needs and achieving the project objectives.
* **Timeline:** A timeline outlining key milestones and deliverables.
* **Cost Estimate:** A detailed cost breakdown for the project.
* **Experience:** Relevant experience and case studies demonstrating your capability to deliver similar projects.
* **Team:** Information about the team that will be assigned to this project, including their qualifications and experience.
* **References:** Contact information for references from similar projects.

### **Submission Deadline:**

Please submit your proposal by June 15, 2024. We plan to review all proposals and select a partner by July 1, 2024.

Should you require any additional information or have any questions regarding this request, please do not hesitate to contact me at 555-678-9101 or jane.smith@innovativesolutions.com.

Thank you for your time and consideration. We look forward to receiving your proposal and potentially working together on this exciting project.

Sincerely,

**Jane Smith  
Project Manager  
Innovative Solutions Inc.**