

Proposal Request Letter to a Company

Jane Smith

Project Manager

Innovative Solutions Inc.

123 Innovation Drive

Tech City, NY 12345

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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.