# RFP Cover Letter Template

***[Your Company Logo]***

***RFP contact***

***Decision maker name***

***Company address***

***Company city, State, ZIP***

***Hello (Address it to the decision maker),***

***I am excited to submit a proposal in response to [Contracting Organization's Name]'s Request for Proposal (RFP) for [Project/Service Name]. With [Number of Years] years of experience in [Industry/Field], our team at [Your Company Name] is confident in our ability to deliver high-quality [products/services] that meet your needs.***

***We have carefully reviewed the RFP requirements and understand that [Contracting Organization's Name] is seeking [briefly mention the key requirements of the RFP]. Our team has extensive experience in [key areas of expertise] and is well-equipped to provide [specific products/services] that align with your goals. We believe our solution will enable [Contracting Organization's Name] to [achieve specific benefits].***

***At [Your Company Name], we pride ourselves on our [unique value proposition]. Our team of [number] experts has a proven track record of delivering [desirable outcomes] to clients in [industry/field]. We are committed to providing exceptional service, ensuring timely delivery, and maintaining open communication throughout the project. Our qualifications include:***

***[Relevant certification/license]***

***[Relevant skills]***

***We would welcome the opportunity to discuss our proposal in more detail and explain in greater depth why we are the ideal partner for this project. Please do not hesitate to contact us if you require any additional information or would like to schedule a meeting to discuss further. We have included our proposal document, which provides a comprehensive overview of our approach, methodology, and costs.***

***Thank you for considering our proposal. We look forward to the opportunity to work with [Contracting Organization's Name].***

***Sincerely,***

***[Your Name]***

***[Your Title]***

***[Your Company Name]***

***[Contact Information]***