

# Construction Request for Proposal Letter

**[Your Organization's Name]**

[Your Address]

[City, State, ZIP Code]

[Date]

**[Recipient's Name]**

[Construction Firm Name]

[Address]

[City, State, ZIP Code]

**Subject:** Request for Proposal – Construction Project at [Project Site]

Dear [Recipient's Name],

[Your Organization Name] is inviting proposals from qualified contractors for the [Project Name] located at [Project Site]. The project aims to [briefly describe the goal of the construction project].

Key details of the project:

- **Scope of Work:** [Brief description].
- **Timeline:** [Start and end dates].
- **Budget:** [Provide or request a breakdown].

We request that proposals include:

- Detailed cost estimation and timeline.
- Relevant licenses and certifications.

- References and portfolio of past projects.

Please submit your proposal by [submission deadline] to [contact details]. We are excited to collaborate with you.

Sincerely,

[Your Name]

[Your Job Title]