### **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]