

Bank Request for Proposal Letter

[Your Organization's Name]

[Your Address]

[City, State, ZIP Code]

[Date]

[Recipient's Name]

[Bank Name]

[Address]

[City, State, ZIP Code]

Subject: Request for Proposal (RFP) for Banking Services

Dear [Recipient's Name],

We are pleased to invite [Bank Name] to submit a proposal for providing comprehensive banking services to [Your Organization Name]. This proposal aims to streamline our financial operations and establish a long-term partnership with a reliable financial institution.

The scope of services includes [briefly outline services, e.g., account management, investment advisory, or loan facilities]. We kindly request that your proposal includes:

- A detailed description of the services you offer.
- Proposed terms and pricing structure.
- Implementation timeline and relevant support services.

Please submit your proposal by [submission deadline] to [contact details]. For any queries, contact us at [phone/email].

We look forward to reviewing your submission.

Sincerely,

[Your Name]

[Your Job Title]