

Formal RFP transmittal letter for government contract

Subject: Submission of Proposal in Response to RFP [RFP Number]

Dear [Recipient's Name],

On behalf of [Your Company Name], I am pleased to submit our proposal in response to RFP [RFP Number] issued by [Agency/Organization Name]. Enclosed, please find our complete proposal package, including all required documentation and certifications.

Our team has carefully reviewed the requirements outlined in the RFP and has structured our response to demonstrate our ability to deliver high-quality services that meet and exceed your expectations. We are confident that our solution aligns with the objectives of your organization and complies fully with all stated criteria.

Should you require any clarifications or additional information, please do not hesitate to contact me directly at [Phone Number] or [Email Address]. We appreciate this opportunity and look forward to contributing to the success of your project.

Sincerely,

[Your Full Name]

[Title]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/rfp-transmittal-letter>