

Informal RFP transmittal message for clarification

Subject: Proposal Submission with Clarification Notes

Hi [Recipient's First Name],

I'm sharing our proposal in response to your RFP [RFP Number]. We've included all requested documents, but I wanted to highlight a few clarifications regarding our scope and timeline, which are detailed in the cover section of the proposal.

Please let me know if you have any questions or need any supporting documents. We're happy to provide additional information if it helps in your evaluation.

Thanks,

[Your First Name]

[Company Name]

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