

General RFP transmittal letter template

Subject: Submission of Proposal for RFP [RFP Number]

Dear [Recipient's Name],

Please accept this letter as confirmation of our submission in response to RFP [RFP Number].

Enclosed you will find the required documents, including technical and financial proposals, compliance forms, and appendices.

We appreciate the opportunity to present our capabilities and are confident that our proposal demonstrates alignment with the goals outlined in the RFP. Thank you for considering our submission.

Sincerely,

[Your Name]

[Company Name]

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