To

[The Recipient Name]  
[Address]

**Re. RFO w.r.t. Project Proposal Attached**

Dear [NAME],

[NAME THE COMPANY] request for quotation submitted to the head office at the given address no later than [DATE]. The summary of the proposal of the project has been attached. You are required to go through the summary of the project before signing the quotation.

We are expanding our services and initiating our business in the forte of real estate. Our business will have a separate and autonomous wing for the affairs related to real estate. However, it will work as a side project of the company work under the parent project of construction.

We have put all the important details in the project summary attached. Please analyze it from all possible legal aspects. We require a team of lawyers for this new project.

We need an expert team who can work zealously and has a specialization in Land and Ownership laws. The quotation submission does not ensure the project initiation and binding of the work.

We will sign the contract after the submission of the quotation. It should meet or exceed the project proposal specifications. If you have any other ideas that can work in the best interest of both organizations, please feel free to discuss them.

Our team can meet you virtually if needed. You can ask for any more details by calling our Human Resource Department or emailing our Team Leader, Mrs./Mr. [NAME] at [EMAIL ADDRESS].

We expect a pleasant and professional relationship with your organization. Please make sure the submission of the quotation letter by [DATE]. Late submission of the quotation will only be considered if no other prior submission is signed.

Thank you.

Regards

[NAME]

[POSITION]

[COMPANY NAME]