To

[The Recipient Name]

**Re. Request for Proposal for Legal Services**

Dear Mr. [NAME],

I am taking this moment to request a proposal. Our company is going to initiate a construction and real estate department which will build buildings, plazas, and small-sized shopping centers in the local markets. These shopping centers and buildings shall be rented and sold out further.

We are seeking expert law firms. The project is in its ultimate beginning, therefore, we want your legal firm to draft a full-length proposal for our company to assist us in the legal matter related to the real estate department and construction.

We have a firm belief in the professionalism and sheer honesty of your services. Your legal team has always poised great professionalism, good communication, and practical steps to cater to the legal implications whenever required.

We are looking for three expert lawyers who can work as a team on the mentioned project. The project is six months long and therefore, we shall require remote assistance virtually. Non-virtual meetings can be arranged whenever required.

We request you submit your full-length proposal before [DATE]. After [DATE], we will be obliged to look for other proposals. After the approval of the proposal, the contract shall be drafted with careful consideration of the mutual interests of both parties (companies).

Moreover, we expect a proposal that recounts the monthly payments for the services and not under installments. I shall be very grateful to you if everything gets on time. Please write to us for any queries at [EMAIL]. Thank you.

Warmly.

[NAME]  
[COMPANY]