Hi [NAME],

Thank you for sending your request for proposal–we are delighted to be considered and would love to earn your business. We’ve reviewed your RFP and believe our products and services align with your business needs.

We’d like to schedule a 20-minute call to go over some questions before we submit our formal proposal to ensure we are all on the same page. Is your team available to meet on

[specific time/date?] I’m looking forward to hearing back soon.

Thank you,

[SIGNATURE]