

Proposal Letter Template

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Proposal for [Project/Service/Product]

Dear [Recipient's Name],

I am writing to propose [specific project, service, or product] that I believe will be beneficial to [Recipient's Company Name]. This proposal outlines the key aspects of the project, including objectives, scope, timeline, and budget.

Objective

The main objective of this project is to [clearly state the goal and expected outcomes]. This will help [Recipient's Company Name] achieve [specific benefits or improvements].

Scope of Work

The project will include the following activities:

- [Activity 1]
- [Activity 2]
- [Activity 3]

Timeline

The project is expected to be completed within [number] weeks/months, starting from [start date] and ending on [end date].

Budget

The estimated budget for this project is [amount], which includes [briefly describe what the budget covers].

Conclusion

I am confident that this proposal will meet the needs of [Recipient's Company Name] and look forward to discussing it in further detail. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require additional information.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]