

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: [Proposal Title]
Introduction:
[Briefly introduce yourself and your company. State the purpose of the proposal.]
Problem Statement:
[Describe the issue or opportunity that the proposal addresses.]
Proposed Solution:
[Outline the solution you are proposing, including key benefits and features.]
Project Deliverables:
[List the specific deliverables and outcomes expected from the project.]
Timeline:
[Provide a timeline for the project, including key milestones.]
Budget:
[Present an estimated budget and any financial details relevant to the proposal.]
Conclusion:
[Summarize the benefits of your proposal and express your hope for a positive response.]
Call to Action:
[Encourage the recipient to contact you with questions or to discuss further.]
Sincerely,
[Your Name]
[Your Position]
[Your Company]