

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose [briefly state the purpose of the proposal]. This proposal aims to [explain the goals and benefits briefly].

[Provide detailed information about the proposal, including objectives, methods, timelines, and any other relevant details.]

In addition to you, I am copying the following individuals on this proposal for their awareness and input:

- [CC Recipient 1 Name, Position, Company]
- [CC Recipient 2 Name, Position, Company]
- [CC Recipient 3 Name, Position, Company]

I look forward to discussing this proposal further and considering feedback from everyone copied on this correspondence.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]