

[Your Name]  
[Your Title]  
[Your Company]  
[Your Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Proposal Submission for [Project/Service Name]

I am writing to submit a proposal regarding [brief description of the project/service]. Our proposal outlines how [Your Company] can assist [Recipient Company] in achieving [specific goal or objective].

Enclosed with this letter, you will find the detailed proposal that includes:

1. Executive Summary
2. Project Objectives
3. Proposed Solution
4. Timeline
5. Budget Overview
6. Team Qualifications

We are excited about the opportunity to work with [Recipient Company] and believe that our expertise aligns well with your needs. We look forward to your feedback and hope to discuss this proposal further at your earliest convenience.

Thank you for considering our submission. Please feel free to reach out if you have any questions or need additional information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Title]  
[Your Company]