

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

Dear [Recipient Name],

Subject: Proposal for Effective Date

I hope this letter finds you well. I am writing to propose an effective date for our recent agreement regarding [briefly describe the agreement or project].

After careful consideration, I suggest that the effective date be set to [proposed date]. This timeline allows us adequate preparation and ensures a smooth transition into the next phase of our collaboration.

Please let me know if this date is agreeable to you or if you would prefer an alternative timeline. I look forward to your feedback and am eager to move forward together.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company]