

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for [Project/Service Title]

I hope this letter finds you well. I am writing to present a proposal for [briefly describe the purpose of the proposal, e.g., a project, service, partnership].

[Introduce the main idea of your proposal and its significance. Explain why it is beneficial for the recipient and how it aligns with their goals or needs.]

Scope of Work:

1. [Detail the first key point or phase of the project/service]
2. [Detail the second key point or phase of the project/service]
3. [Detail any additional points as necessary]

Timeline:

[Outline the proposed timeline for the project/service delivery including key milestones.]

Budget:

[Provide a brief breakdown of the estimated costs involved in the proposal.]

[Conclude with a call to action, inviting the recipient to discuss the proposal further and expressing your enthusiasm for the opportunity.]

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name] (if applicable)
[Your Signature (if sending a hard copy)]