

[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],

I am writing to propose [briefly state the purpose of the proposal, e.g., a project, collaboration, etc.].

[Paragraph detailing the problem or opportunity that your proposal addresses.]

[Paragraph outlining your proposed solution and its benefits.]

[Paragraph explaining your credentials or experience related to the proposal.]

I appreciate your consideration of this proposal and look forward to the opportunity to discuss it further. Please feel free to contact me at your convenience.

Thank you for your time.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name] (if applicable)