

[Your Name]  
[Your Title]  
KPMG [Your Office Location]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Client Name]  
[Client Title]  
[Client Company]  
[Client Address]  
[City, State, Zip Code]

Dear [Client Name],

We are pleased to submit our proposal for [specific service or project] to [Client Company]. At KPMG, we understand the challenges that businesses like yours face in today's dynamic environment, and we are committed to providing exceptional service that meets and exceeds your expectations.

Our approach to [specific service or project] involves [briefly outline your approach and methodology]. We believe that our experience in [mention relevant industry or sector expertise] uniquely positions us to add value to [Client Company] through [specific benefits or outcomes the client can expect].

Key highlights of our proposal include:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

We understand that [Client Company's name] is looking for [briefly summarize client needs]. Our team is comprised of experts who are ready to ensure success in this initiative.

We would be delighted to discuss our proposal further and answer any questions you may have. Please feel free to contact me at [your phone number] or [your email address] to schedule a meeting.

Thank you for considering KPMG as your trusted advisor. We look forward to the opportunity to work together.

Sincerely,

[Your Name]  
[Your Title]

KPMG