

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

KPMG

[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for [Project Title]

I hope this letter finds you well. We at [Your Company Name] are excited to submit a project proposal to KPMG regarding [briefly describe the project]. Our objective is to [state the goal of the project], which aligns with KPMG's commitment to [mention relevant values or goals of KPMG].

Project Overview:

[Provide a brief overview of the project, including key objectives and desired outcomes.]

Scope of Work:

[Outline the key activities and milestones involved in the project.]

Timeline:

[Provide an estimated timeline for project completion, including important deadlines.]

Budget:

[Provide a high-level overview of the budget or funding required for the project.]

Team:

[Introduce your project team and highlight relevant expertise or experience.]

We strongly believe that our collaboration will yield significant benefits for KPMG, and we are eager to discuss this proposal in further detail. Please let us know a convenient time for you to meet or if you require any additional information.

Thank you for considering our proposal. We look forward to the possibility of working together.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Company Name]