

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a contract for
[briefly describe the project or service].

[Detail the proposal, including key objectives, scope of work, and
timelines.]

The proposed contract includes the following terms:

1. [Term 1]
2. [Term 2]
3. [Term 3]

I believe this partnership will be mutually beneficial and contribute to
[mention any goals or values].

Please feel free to reach out if you have any questions or need further
clarification. I look forward to your favorable response.

Thank you for considering my proposal.

Sincerely,

[Your Name]
[Your Title]