

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal Submission for [Project Name/Description of RFP]

We are pleased to submit our proposal in response to your Request for Proposal (RFP) titled "[RFP Title or Number]," issued on [RFP Issue Date]. Our team at [Your Company Name] is excited about the opportunity to collaborate with [Recipient Company Name] and provide our expertise in [Brief Description of Services/Products Being Offered].

Enclosed, you will find our complete proposal, which outlines our approach, qualifications, and pricing structure. We believe that our experience in [Relevant Experience or Industry] positions us uniquely to meet your needs and exceed your expectations.

Key highlights of our proposal include:

1. [Highlight 1]
2. [Highlight 2]
3. [Highlight 3]

We are committed to delivering high-quality results and look forward to the possibility of working together. Should you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for considering our proposal. We look forward to the opportunity to contribute to [Recipient Company Name]'s success.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Attachment: Proposal Document]