

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your 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 my services as a Social Media Manager for [Company Name]. With a background in [your relevant experience or expertise], I am confident in my ability to enhance your brand's online presence and engagement.

****Proposal Overview****

1. ****Objectives****

- Increase brand awareness
- Drive website traffic
- Enhance customer engagement

2. ****Services Offered****

- Content creation and curation
- Social media strategy development
- Performance analysis and reporting

3. ****Timeline****

- Initial assessment: [Proposed start date]
- Implementation: [Proposed duration]
- Review and assessment: [Proposed end date]

4. ****Budget****

- Total investment: [Proposed amount]

I look forward to the opportunity to discuss this proposal further and explore how I can contribute to the success of your social media initiatives. Please feel free to reach out at your convenience.

Thank you for considering my proposal.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name (if applicable)]