

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: Proposal for [Project/Service Name]  
I hope this letter finds you well. I am writing to propose a [brief  
description of the project or service] that I believe will bring  
significant value to [recipient's organization].  
\*\*Project Overview:\*\*  
[Provide a brief summary of the project, including objectives and goals.]  
\*\*Benefits:\*\*  
[Outline the key benefits of your proposal for the recipient's  
organization.]  
\*\*Implementation Plan:\*\*  
[Briefly describe how you plan to execute the project, including  
timelines and key milestones.]  
\*\*Budget:\*\*  
[Provide an overview of the budget, including main cost components.]  
\*\*Conclusion:\*\*  
We believe that this project will greatly enhance [recipient's  
organization] and we are excited about the possibility of working  
together. I would appreciate the opportunity to discuss this proposal in  
more detail.  
Thank you for considering our proposal. I look forward to your positive  
response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company/Organization]