```xml YYYY-MM-DD Your Company Name

*123 Your Street Your City Your State Your Zip Code*
Your Name your.email@company.com (123) 456-7890 Recipient Company Name
*456 Recipient Street Recipient City Recipient State Recipient Zip Code*
Recipient Name recipient.email@company.com (098) 765-4321 Proposal for [Project Name] Dear [Recipient Name], We are pleased to submit our proposal for [Project Name].
[Details about the project] [Details about the scope of work] [Details about the timeline] [Details about the budget]