

Your Name

Your Address

City, State, Zip Code

Date

Recipient Name

Recipient Title

Company/Organization

Address

City, State, Zip Code

Dear [Recipient Name],

Formal Proposal Letter

[Opening Paragraph: State the purpose of your proposal clearly and concisely.]

[Background/Context: Provide any necessary background information and context supporting the need for your proposal.]

[Proposed Solution: Outline your proposed solution, plan, or idea in clear and specific terms.]

[Benefits: Explain the benefits or expected results of your proposal.]

[Conclusion: Summarize your proposal and request for approval or action.]

Sincerely,

[Your Name]

[Your Title or Position]

[Company/Organization]