

**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]