

[Your Company Name]  
[Your Address]  
[City, State ZIP]  
[Phone Number]  
[Email Address]  
[Date]

[Client Name]  
[Client Title]  
[Client Company]  
[Client Address]  
[City, State ZIP]

**Subject: Service Proposal**

Dear [Client Name],

We are pleased to present this proposal for [brief description of services].

**Scope of Services:**

[Describe the services you propose to deliver.]

**Timeline:**

[Proposed timeline for the services.]

**Fees and Payment Terms:**

[Outline the payment structure and total fees.]

Please let us know if you have any questions or require any further information. We look forward to the opportunity to work with you.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]