

[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]