

[Your Name]
[Your Position]
[Your Company Name]
[Address Line 1]
[Address Line 2]
[City, State ZIP]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address Line 1]
[Recipient Address Line 2]
[Recipient City, State ZIP]

Subject: [Brief Proposal Subject]

Dear [Recipient Name],

1. Introduction

[Briefly introduce your company and state the purpose of the letter and proposal.]

2. Problem Statement / Need

[Describe the needs or problems faced by the recipient that your company can address.]

3. Proposed Solution

[Clearly explain your proposed product/service/solution and how it addresses the recipient's needs.]

4. Benefits

[Highlight the advantages and value the recipient will receive.]

5. Approach and Timeline

[Outline the steps/process, key milestones, and estimated timeline.]

6. Pricing & Terms

[Provide cost estimates, pricing model, and key terms (if applicable).]

7. Next Steps

[Suggest further action or request a meeting/call for discussion.]

Thank you for considering our proposal.
I look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Optional: Enclosures / Attachments]

