

Graphic Design Proposal Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company]. We are currently seeking a custom graphic design for [brief description of the project, e.g., a new branding initiative, marketing material, etc.].

We would like to request a proposal for the following:

- Scope of work: [Detailed description of the design services needed]
- Timeline: [Expected deadlines]
- Budget: [Propose a budget range if applicable]

We are looking for innovative design solutions that align with our brand vision and values. Please let us know if you require any further details or if we can arrange a meeting to discuss this in more depth.

Thank you for considering our request. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]