

# Graphic Design Project Proposal Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a proposal for a graphic design project that we are planning at [Your Company/Organization Name]. We are looking for a creative and experienced graphic designer to assist us in [briefly describe the project, e.g., creating a new logo, branding materials, etc.].

The details of the project are as follows:

- Project Title: [Project Title]
- Project Overview: [Brief Description]
- Timeline: [Specify Timeline]
- Budget: [Provide Budget Range]

We would appreciate it if you could provide us with a proposal that includes your approach to this project, a timeline for completion, and your proposed fees. Please feel free to include any relevant portfolio pieces or case studies that demonstrate your capabilities.

We are keen to find a partner who understands our vision and can help bring it to life through innovative design.

Thank you for considering this opportunity. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]