

# IT Support and Maintenance Proposal

Date: [Insert Date]

To: [Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to submit our proposal for IT support and maintenance services for [Client Company Name]. Our goal is to ensure that your IT systems run smoothly and efficiently while providing you with the necessary support to address any technical issues that may arise.

## Proposed Services

- 24/7 Help Desk Support
- Regular System Maintenance and Updates
- Network Monitoring and Management
- Data Backup and Disaster Recovery Solutions
- IT Security Audits and Compliance

## Proposed Timeline

We propose to start providing the outlined services from [Start Date] and will continue on a [monthly/annual] basis.

## Cost Estimate

The estimated cost for the above services is [Total Amount]. A detailed breakdown of costs is enclosed.

Thank you for considering our proposal. We are confident that our IT support and maintenance services will help enhance your operations and achieve your business objectives. We look forward to the opportunity to work together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]