

Third-Party Assessment Proposal

Date: [Insert Date]

To:

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to present our proposal for conducting a third-party assessment for [Specific Project/Service]. Our objective is to provide independent evaluation to ensure [Objectives of the Assessment].

Scope of Work

- Identify key performance indicators
- Conduct interviews with stakeholders
- Analyze data and provide insights

Timeline

The assessment will take approximately [Insert Duration] and will commence upon agreement.

Cost Estimate

The total cost for the assessment will be [Insert Cost], which includes [Include any additional costs, if applicable].

We believe this assessment will provide valuable insights to help [Client's Company] achieve its goals. We look forward to the possibility of working together.

Thank you for considering our proposal. Please feel free to reach out with any questions or clarifications.

Sincerely,

[Your Name]

[Your Company]

[Your Phone Number]

[Your Email]