

Proposal for Added Services

Date: [Insert Date]

To:

[Client's Name]

[Client's Address]

[City, State, Zip]

Dear [Client's Name],

We appreciate your continued trust in our services and are pleased to submit this proposal for the added services you requested.

Scope of Added Services

- [Service 1 Description]
- [Service 2 Description]
- [Service 3 Description]

Proposed Timeline

The estimated timeline for the completion of the above services is [insert timeline].

Cost Estimate

The total cost for the added services is [insert total cost], which includes [brief breakdown if necessary].

Please review this proposal and let us know if you have any questions or require further adjustments. We look forward to your approval so we can proceed.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]