

# Proposal for Charity Compliance and Governance Advice

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to submit this proposal for providing compliance and governance advice tailored to your charity's needs. Our firm specializes in assisting charitable organizations in navigating the complexities of governance and regulatory requirements.

## Scope of Services

- Assessment of current compliance practices
- Development of governance frameworks
- Training sessions for board members and staff
- Ongoing support and consultancy

## Project Timeline

The proposed timeline for the project is as follows:

- Week 1: Initial consultation and assessment
- Week 2-3: Development of governance frameworks
- Week 4: Training sessions
- Ongoing: Support as needed

## Investment

The total investment for the services outlined in this proposal is [Insert Amount]. This includes all consultations, materials, and training sessions.

We believe that strong governance is fundamental to the success of your charity. We look forward to the opportunity to work with you and support your mission.

Thank you for considering our proposal. Please do not hesitate to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]