

# Sales Proposal Cover Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am pleased to submit our proposal for [briefly describe the product/service] to [Recipient Company Name]. We believe that our offering can significantly benefit your operations and help you achieve your goals.

In the proposal attached, you will find detailed insights into our service offering, pricing, and how we compare with other providers in the market. We have tailored this proposal to meet your specific needs, based on our previous discussions.

Thank you for considering our proposal. I am looking forward to the opportunity to discuss this in further detail. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email].

Thank you for your time.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]