

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit a proposal for [briefly describe the project/service]. Our organization, [Your Company Name], has a strong track record of delivering [mention key outcomes or benefits].

We believe that our approach [mention your unique selling point or methodology] will effectively address the needs of [Recipient Company Name]. Enclosed you will find our detailed proposal for your review.

I am looking forward to the opportunity to discuss this proposal further. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a meeting.

Thank you for considering our proposal. We are excited about the possibility of working together.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]