[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: SALES PROPOSAL**

Dear [CONTACT NAME],

We have completed our analysis of your concerns and needs regarding [TOPIC] at [YOUR COMPANY NAME] and are pleased to attach our proposal for your perusal.

We trust that you will find the analysis complete and that it addresses all your issues concerning [MAIN NEEDS/PROBLEMS]. Should anything be missing or should you wish to add additional options, please feel free to contact us.

We look forward to doing business with you and your company in the near future.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL, YOU MAY INCLUDE THE FOLLOWING]

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