[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: PROPOSAL FOR [PRODUCTS/SERVICES]**

Dear [CLIENT NAME]

Below is our proposal we have reviewed for the offered [PRODUCTS/SERVICES].

With the attached proposal, these are the key benefits that our company will be able to provide you:

We will put together a contract that must be signed in order to commence work on the given proposal. We will contact you in the week to come to follow up.

We express our gratitude for this opportunity to do business with you.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETALS]

[COMPANY EMAIL]