

FORMAT/TEMPLATE OF A PROPOSAL LETTER

Firm's/Organization's or Individual's name

Physical Address

Date

Name of the individual/ firm/ organization that you are sending your proposal letter

Physical address

Dear sir/madam... *(You should properly address the person who is going to receive your letter. Use both their academic and professional titles that they have earned if any)*

Introduction of your proposal letter *(give your reader a brief background information or a short history of yourself or your firm or organization. Show your experience, qualifications and certification. Show the reader that you understand what his/her firm or organization does and that you have chosen to come up with a project that will benefit them)*

Objectives *(In this objectives section show your reader what you want to offer give a general description of your intended project. Describe in detail how your intended project will benefit the reader)*

Procedures *(In this section you explain to the reader how you intend to accomplish your intended project. It is important to list all the parties that will be involved in your project. It is also at this section where you provide a basic overview and breakdown of the costs of your project. This will help the reader to get a quick insight of the financial implications of your intended project)*

Conclusion of your proposal letter *(you close your proposal letter by summarizing the benefits that your reader will receive from your intended project. Also suggest to your*

reader that if your proposal meets his/her needs, then he should contact you to arrange for a business meeting)

Yours faithfully, sincerely, truly... *(Formal letter ending)*

Your name

Authorization Signature _____ *(this is where your reader will put an authorization signature if he/she accepts to consider your intended project)*

Date _____ *(this is the date when your targeted reader receives your proposal letter, reads it and accepts to consider your intended project)*