

## EXAMPLE OF PROPOSAL LETTER

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## Introduction

A proposal letter is written by an individual, group of people or organization for proposing something. As the letter is written to request something it is written a very sweet and polite manner. Also the language found in these types of letters is formal. A proposal letter generally consists of all details about the need for proposal.

Also the details should be written well in a precise manner. To know more about how to write a proposal letter you can have a look at the below mentioned sample.

## Example of proposal letter Tips

Here are some of the helpful tips to write an Example of proposal letter

- Write the letter in a clear manner so that all the details are understood well by the reader
- Avoid making spelling and grammar mistakes
- Provide all the details well
- State the reason for the proposal
- Keep the language polite and formal
- Address the person to whom you are writing the letter
- Convince the person to accept your proposal

## Sample Example of proposal letter

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject: Example of proposal letter

Dear XYZ,

I am writing this letter to you to propose to you to kindly sanction me two days of leave as I need to urgently go to my native place. I received a call this morning stating that my grandfather is very ill and my grandmother and other relative require my help. For the same reason I want two days of leave. I promise to you that on my return I will complete all the pending assignments and will not give you an opportunity of complaint.

I hope after reading this letter you will grant me two days of leave till then will be awaiting your approval.

Thanking You

Yours truly,

Name and Signature

## Example of proposal letter Template

From,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subject: Example of proposal letter

Dear \_\_\_\_\_(Sir or Madam),

I Mr. ....(name of the person writing the letter) is writing this letter to Mr. ....(name of the receiver) who is the manager of the company to grant me two days of leave as I need to visit my native place on an urgent basis. The leave will commence form ....(date) to .....(date) and is assure you to submit all my pending work on time to my line manager.

I thus propose to you to grant me two days leave. Also as my leave for this year pending I would like you to consider that and grant me leave.

Yours Truly,

Name of the person

Sign of the person

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