**Included:**

Introduction

Proposal cover letter template Tips

Sample Proposal cover letter template

Proposal cover letter template Template

Proposal cover letter template

Letters.org

**Introduction**

A request to proposal letter is basically written by a company to another company in order to extend the contract between them. As the topic is very vital it is written in the form of a letter in a formal way. The letter is generally written with respect and if you ever want to write one you can refer to the below mentioned sample.

**Proposal cover letter template Tips**

Here are some of the helpful tips to write a Proposal cover letter template

* Address the company to whom you are writing the letter
* Write in a pleasing and formal format
* Do not make unnecessary grammar and spelling mistakes
* Do not deviate from the topic and write the letter to the point
* Explain the reason for extending the partnership
* Convince the opposite company to accept your proposal

Sample Proposal cover letter template

From,

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

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

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

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

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

To,

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

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

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

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

Subject: Proposal cover letter template

Dear Sir,

I am writing this letter to you after considering our last telephonic conversation. We are glad to announce that we have decided in our meeting to extend the contract with your company for more three years after looking at the current progress of your company. We have earlier had a contract stating that we would together for a period of four years. Now as the contract expires, the end of this month we have decided to extend this by two years. I the manager of XYZ Company am thus writing this proposal letter to you to inform you about the extension. Our relations in these four years have become strong and also because of this contract we have gained good amount of profit in our business. Hope you agree for this proposal, till then would be waiting for your formal reply.

Thanking You

Yours truly,

Name and Signature

# Proposal cover letter template Template

# From,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# 

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

# To,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Subject: Proposal cover letter template

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

# I Mr. …………….(name of the sender) the manager of ……………….(name of the company) si writing this letter to Mr. ……….(name of the receiver) who is the manager of ……(name of the company) to keep in front the proposal of extension of the contract by three years. If you accept this proposal we would totally work for 6 years which is a good stability.

# In these four hours we have dealt with all the up’s and downs together and the same way if you accept this proposal we can once again face all the consequence together. So if you too wish the same kindly revert to this letter.

# Yours Truly,

# Name of the Manager

# Sign of the Manager

# Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org