

## PROPOSAL COVER LETTER TEMPLATE

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Proposal cover letter template Template

## 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,

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

To,

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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

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