

PROPOSAL COVER LETTER

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Introduction

A proposal cover letter basically is written to a company by another company to join hands. Basically the company that writes the letter wants to crack a deal or help the other company with their services. In this way they try to create a friendly working bond. The cover letter contains all the necessary details about the company and its services, which is going ahead with the proposal. Once again this is a formal letter and has to be written in a precise manner.

Proposal Cover Letter Tips

Here are some of the helpful tips to write a Proposal Cover Letter

- Write the letter well without any mistakes
- Do not make unnecessary spelling mistakes and grammar errors
- Write all details in a simple language so that the reader understands
- Do not cut the flow of the letter in the middle and deviate to another topic
- Make sure you are writing all necessary services about your company

Sample Proposal Cover Letter

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Proposal Cover Letter

Dear XYZ,

I am writing this letter to you to bring to your notice that we have been a top distributor of aluminum and steel pulleys that are used for construction work at construction sites. We recently got the news that you were looking for some reliable pulley suppliers and considering that requirement I, the supply manager of XYZ Company is writing this letter to you.

We give you assurance that we would give you proper round the clock service and also our materials are the best in the market and will certainly make your work burden less. In case you want to study about our company in details you can check the attached catalog along with this brochure.

Thanking You

Yours truly,

Name and Signature

Proposal Cover Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Proposal Cover Letter

Dear _____(Sir or Madam),

Myself.(name of the person) is writing this letter to CEO Mr.(name of the CEO) of(name of the company) in order to propose to him about the services that we offer to leading construction companies in the country. After a detailed study about your company we came to conclusion and would wish to crack a deal with you. As both our companies are in the construction line, we would surely benefit and gain profit if we worked together.

If you agree with this proposal then kindly let us know via email or you can write a letter to us.

Yours Truly,

Name of the company

Sign of the Manager

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