

SAMPLE PROPOSAL COVER LETTER

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Introduction

A sample proposal cover letter is written by a company to another company to offer the proposing company a service or work to make the recipient company achieve timely goals. The letter basically describes the qualities of the proposing company and how well it can handle tasks and deadlines. Basically it is a formal letter is written by one company to another.

Sample Proposal Cover Letter Tips

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

- Write the letter in a formal way
- do not make grammatical errors and spelling mistakes
- the language should be formal and at the same time easy for the receiver to understand
- the qualities of the proposing company should be mentioned clearly
- the benefits too should be mentioned briefly
- Provide details without any mistakes
- Convince the clients or company to give you an opportunity

Sample Sample Proposal Cover Letter

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Sample Proposal Cover Letter

Dear Sir,

With regards to your application and need a few days back in the newspaper, I on behalf of XYZ Company is writing to you to give as an opportunity to deliver the necessary goods and fulfill your timely demands. You had mentioned in the application that you were looking for reputed, metal and steel suppliers. Our company has been doing this since many years and we feel we would be the right choice for your company.

I have attached a catalog about our company that will give you necessary details about who we actually are. I am sure by giving this opportunity to us you will not regret also you can expect good quality materials from us. After reading all the details feel free to contact us either via email of our official number as mentioned in the catalog.

I expect a positive response soon from your side.

Thanking You

Yours truly,

Name and Signature

Sample Proposal Cover Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Sample Proposal Cover Letter

Dear _____(Sir or Madam)

I on behalf of(name of the company) is writing this letter to you after reading your notice in the newspaper for requirement of good material supplier. Our company has vast experience in manufacturing and transporting construction materials and hence feels we would be the right choice for your company.

Our company(name of the company) have till date supplied quality material to diverse clients all over the globe and hence would suit your requirement in every way. Waiting for a positive reply from your side.

Yours Truly,

Name of the organization

Sign of the Manager

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