

Letters.org

SAMPLE PROPOSAL LETTER

Included:

Introduction

Sample Proposal Letter Tips

Sample Sample Proposal Letter

Sample Proposal Letter Template

Introduction

A proposal letter is generally written to convince a person, company or third party for doing something. Letters are written for proposing or requesting because it is a formal way to ask for something. These proposal letters are generally formal ones and hence are written in a very precise manner. One can very easily write a proposal letter and if you ever wish to write one for your client you can have a look at the below mentioned sample.

Sample Proposal Letter Tips

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

- Write the letter in a very precise and formal manner
- Avoid making spelling and grammar mistakes
- Keep the language of the letter simple
- State the reason for writing the proposal letter
- The tone of the letter should be soft and polite
- Persuade the company or client to help you or accept your proposal

Sample Sample Proposal Letter

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Sample Proposal Letter

Dear XYZ,

I am writing this letter to you to accept our designing services for your company which today stands as one of the best SEO companies. As you know these days web designing is given prime importance in almost all companies, in that case we assure you to provide round the clock service. The designers at our web designing company are experts in their own field and offer good services to clients.

Thus, we request you to become one of our esteemed clients and avail all our services. We have been in this profession since the last fifteen years and promise to give our clients the best. So you can trust on us and provide us work if you believe in us. To know more about us you can either visit our official website or check the attached brochure along with this letter

With warm regards,

Yours truly,

Name and Signature

Sample Proposal Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Sample Proposal Letter

Dear _____(XYZ),

I am writing this letter on behalf of(name of the company) web designing service to propose to you to offer is web designing work for your company that specializes in Search engine Optimization Work. We know how reputed your company is and hence would like to accept you as our client. We have a total.....(years) years of experience in this field and hope that you too are looking for reputed web designing clients only.

To know more about us kindly contact us on our official number. Till then we would be awaiting your positive reply.

Yours Truly,

Name of the sender

Sign of the sender

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