[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**OBJECT: SALES PROPOSAL**

Dear [CLIENT NAME],

We have finalised our understanding of your needs in regards to [MATTER] at [YOUR COMPANY NAME], and we are pleased to submit the proposal we have enclosed for your consideration.

We hope that you will find the proposal comprehensive in solving all of your issues and that it adequately addresses [MAIN REQUIREMENTS /DIFFICULTIES]. Should a part of it be missing or you would like us to explore other options, please do contact us.

We look forward to establishing a profitable and mutually beneficial relationship with [COMPANY NAME].

Kind regards,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]