[DATE]

Contact Name

Address

Address2

Country

City /Province

Postal Code

**RE: I AM ENCLOSING MY PROPOSAL FOR REVIEW**

Dear [CLIENT NAME],

I have recently had a meeting with [CONTACT NAME] on [DAY] to discuss further [SPECIFY]. As our[CLIENT NAME]’s wishes, the proposal will be reviewed.

I can complete the project with the required capability and within the agreed upon time period and/or close to (or under) the specified budget. The recommended approach that I will use for the project has credibility within managers involved with the project.

A message has been sent to [CONTACT NAME], as well as a separate copy of my proposal to [CONTACT NAME] so it can be reviewed before the meeting on [DATE]. If you have any queries, please contact me.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]