Your Name,

Your Address.

E.g. Jack Collins,

California

Date (Day Month Year) or (Month, Day Year)

E.g. 12 April 1998 (or) April, 12 1998

Name (With Salutation Mr/Ms/Mrs),

Designation,

Address

E.g. Mrs. Jennifer Nelson,

Director,

A&D Associates,

California, USA.

Dear (Salutation) (Last Name),

E.g. Dear Mrs. Nelson,

Introduction about yourself- Your Name, Your Designation in the company, Introduce your company’s products and services

Explain in clear and plain terms the kind of proposal you are interested to make to the receiver. Mention how the proposal is advantageous to the other party. Mention when and where you can deliver more details about the offer.

Sincerely thank the person in advance for considering your proposal.

Closing should be done with “Sincerely”

Signature with designation

E.g. Jack Collins,

Director

If there are enclosures they need to be mentioned at the end stating the number.

E.g. Enclosures (1)