**Proposal Letter Template**

Here is a template you can use as a general point of reference to ensure you include all the important information in your next proposal letter:

[Your name]  
[Company if applicable]  
[Your address]

[Date]

[Recipient's name]  
[Recipient's company]  
[Recipient's mailing address]

[Greeting]

[This first sentence should include your name and your company. Mention any previous meetings regarding the topic or any previous company history. Give a brief overview of what your proposal is about.]

[In the second paragraph, state the purpose of your proposal. Include specific information to make it clear.]

[In the third paragraph, identify the specific goals you intend to reach and the objectives you have set up to accomplish those goals.]

[In the fourth paragraph, provide an overview of what makes your mission unique. In the following sentences, support your claims with specific examples of previous experiences and successes. Use numbers to quantify your success whenever possible.]

[In the fifth paragraph, briefly discuss how you will allocate your loan or grant, or give an overview of a project's cost to the investors.]

[In the sixth paragraph, give your recipient a call to action to urge them to act on your proposal. Include when and how you will follow up with them.]

[In the first sentence of your closing paragraph, express gratitude and thank the recipient for their time reviewing your proposal. Include your contact information and let them know you are happy to answer any questions.]

[Sign off]

[Signature]