

Cover Letter

<Name>
<Title>
<Company Name>
<Street Address>
<City, State, Zip>

Mr. or Mrs <name>,

Thank you for taking the time to speak with us about figuring out your <business type> needs. <Your Company> will be available to start work on this project as soon as possible. We not only look forward to working with you but also establishing a long term relationship.

Our proposal will outline how we will solve your problems and needs to bring you exactly what you are looking for. Our designs are based on years of experience with similar presentations tailored to the specific needs of <Customer Company Name>.

<Your Company> is the right choice for the following reasons:

- <Description>
- <Description>
- <Description>
- <Description>

Sincerely,

<Your Name>
<Title>
<Company Name>
<Phone>
<Email>
<Website>

PROPOSAL

Project Type:

<Explain the type of project>

Description

<Give an in depth description of the project>

Prepared for: <Name>

Prepared by: <Name>

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EXECUTIVE SUMMARY

The Objective...

The Opportunity...

The Solution...

RECOMMENDATIONS

COST SUMMARY

The following is an estimate and summary of the costs associated with your project.

These numbers are only to be used as an estimate, which has been based on the information provided to our company concerning this project to date.

Development Costs Price	Costs Price
	\$0.00
	\$0.00
	\$0.00
Total Development Costs:	\$0.00
Ongoing Yearly Costs	
	\$0.00
Total Ongoing Yearly Costs:	\$0.00
Ongoing Monthly Costs	
	\$0.00
	\$0.00
	\$0.00
Total Ongoing Monthly Costs:	\$0.00
Miscellaneous Costs:	
	\$0.00
Total Miscellaneous Costs:	\$0.00
TOTAL AMOUNT	\$0.00

PROJECT MANAGEMENT

Based on our staff resumes and your project needs, we have put together the following proposed project management team.

<Position Type>: <Name>

<Position Type>: <Name>

<Position Type>: <Name>

CASE STUDIES

The following case studies show how we have helped other companies with similar needs.

<Company Name>

<Company Name>

COMPANY HISTORY

About us

Products

Services

How to Contact

TESTIMONIALS

The following are testimonials from some of our clients.

<Name>

<Name>

<Name>

<Name>

REFERENCES

The following are some of our clients who have agreed to be references. Feel free to contact any of our references about their experience with <your company name>

<Reference>

<Reference>

<Reference>

PORTFOLIO

RESUME