**Microsoft Word Consulting
Proposal Letter Template**

Client Name

Client Company

Company Location

Date: MM/DD/YY

Dear (Client’s Name),

Thank you for the opportunity to consult with you on the [Project Name]. I’m hoping we can collaborate so I can contribute my expertise to the project’s success.

**Project Overview** *Provide a high-level project summary, demonstrating your understanding of the challenge and project needs.*

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**Project Objectives** *Outline the goals you aim to achieve.*

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**Deliverables** *List project deliverables, providing the client with expectations from your partnership.*

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**Background** *Describe your background, credentials, qualifications, and why your services are a good fit for the project.*

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Sincerely,

Consultant Name

Consultant Company

Consultant Email | Consultant Phone

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