**Proposal to Design, Organize and Execute (Event Name)**

Gold-In-Wood Limited is pleased to put forth our proposal to design, organize, manage and execute …………………………… (Event Name) to be held in Lagos, Nigeria.

As a start-up event design and production firm in Africa, Gold-In-Wood Limited is rightly positioned to deliver the services aligned with the expectations of many of its clients and organizations and thus, to create a memorable event.

Together with this cover letter, we enclose herewith the proposal that outlines the details and management plan for the event and your kind perusal. The proposal attached covers the project, scope of work and timelines. Also included is the event quotation and agency fees.

A detailed methodology and timeline document and status document which underlines the details of the event will follow up as we come to agreeable terms during the first preliminary meeting.

Thank you and best regards,

Yours faithfully,

For: Gold-In-Wood Limited

…………………………………………………

Julianah Balogun

Planning & Strategy Executive