Richard Menz

123 Love Street

Murry, KY, 44444

July 06, 2020

Mr. Martinez

CEO

Seamus Company

123 Seamus Blvd.

Shamrock, CA 99999

Dear Mr. Martinez:

I am sure you are aware, I met with Sam Dunaway last Friday to discuss Seamus Company wanting to leverage IT and the internet to innovate and improve productivity. On Sam’s recommendation, I am enclosing my proposal for your review.

I have submitted this proposal to meet Seamus Company needs to innovate and improve productivity. I am positive that I can complete the project within the time and at or below budget. I also confident my recommended approach will have validity with all managers involved.

I have mailed Sam a copy of my proposal so he can have time to review it before the upcoming meeting on Friday. If either of you have questions on the day of the meeting or before the meeting, call me. I am reachable via my cell any weekday.

Sincerely,

Richard Menz

Senior Project Manager

Enclosure