1. **Introduction to the Proposal**
   * Purpose of the proposal: solving a problem or addressing an opportunity for the client.
   * Overview of the monetary information (cost-budget estimation) and required services.
   * Background information about the client and their needs.
2. **Body Sections** a. **Problem Statement**
   * Description of the problem or opportunity faced by "The Elevate Official."
   * Background information related to the problem or opportunity.
   * Causes and effects analysis of the problem.

b. **Plan Formulation**

* + Scope of the proposal with proper visualization.
  + Description of the steps of the plan and the proposed solution.

c. **Qualifications**

* + Details of the experience and training of MICROSOFT IT Pvt. Ltd. and key personnel.
  + Academic or professional credentials establishing credibility.
  + Past experience on similar projects.

d. **Budget Estimation**

* + Breakdown of deliverables into sub-dependencies.
  + List of required resources.
  + Estimated budget amounts.

1. **Conclusion**
   * Request for approval to proceed with the project.
   * Expression of gratitude.
   * Inclusion of contact information for further inquiries.
2. **Appendix**
   * Specify a Letter of Reference with MICROSOFT IT Pvt. Ltd.'s profile.
   * Submission of a report on the experience of working for a company (Journal of Experience).