[Your Company Letterhead] Date: [Insert Date]

To: [Client Name] Company: [Client Company Name] Address: [Client Address]

Subject: Proposal for Robotic Process Automation (RPA) Implementation

Dear [Client Name],

[Your Company Name] is pleased to submit this proposal for the implementation of Robotic Process Automation (RPA) solutions to enhance your operational efficiency and reduce manual workload.

1. Objective

* Automate repetitive and rule-based business processes.
* Reduce human error and improve process efficiency.
* Enable faster reporting and analytics.
* Free staff to focus on strategic, value-added activities.

1. Scope of Work

| Phase | Activities | Deliverables |
| --- | --- | --- |
| Process Assessment | Identify and prioritize processes for automation | Process assessment report with RPA feasibility analysis |
| Solution Design | Design automation workflows, bot architecture, integration plan | Design documents, bot process flow diagrams |
| Development & Testing | Build and configure bots, conduct UAT and QA | Deployed bots, test scripts, UAT sign-off |
| Deployment & Monitoring | Implement bots in production environment | Production-ready bots, monitoring dashboard |
| Support & Maintenance | Provide ongoing support and bot updates | SLA-based support, knowledge transfer, training |

1. Technologies & Tools

* RPA Platform: [UiPath / Automation Anywhere / Blue Prism]
* Integration: ERP, CRM, databases, APIs, and other systems
* Reporting & Monitoring: Dashboard for bot performance

1. Project Timeline

| Phase | Duration |
| --- | --- |
| Process Assessment | 2–3 weeks |
| Solution Design | 2 weeks |
| Development & Testing | 4–6 weeks |
| Deployment & Monitoring | 1–2 weeks |
| Training & Handover | 1 week |

Total estimated duration: 10–14 weeks

1. Pricing (Indicative)

| Item | Description | Price (USD) |
| --- | --- | --- |
| Process Assessment | Evaluate 5–10 processes | $5,000 |
| Solution Design | Detailed workflow & bot design | $3,000 |
| Development & Testing | Build 3–5 bots | $15,000 |
| Deployment & Monitoring | Production deployment & monitoring | $4,000 |
| Support & Maintenance (Annual) | SLA-based support & updates | $6,000 |
| **Total Estimated Cost** |  | **$33,000** |

Note: Prices are indicative and may vary depending on process complexity, number of bots, and integration requirements.

1. Benefits

* Efficiency: Automate repetitive tasks and reduce processing time by 40–60%.
* Accuracy: Eliminate human errors in repetitive processes.
* Scalability: Add new bots or processes with minimal additional effort.
* ROI: Expected ROI within 6–12 months through cost and time savings.

1. Terms & Conditions

* 50% advance payment upon project kickoff, 50% upon delivery.
* Any additional processes or scope changes will be quoted separately.
* Confidentiality of client data will be strictly maintained.

We look forward to partnering with [Client Name] to drive operational excellence through RPA.

Sincerely, [Your Name] [Your Position] [Your Company Name] [Contact Information]