

Skyline Media

[Your Agency Address] · [Your Agency Phone Number] · [Your Agency Email] · [Your Agency Website]

Date: [Date of Sending]

To: [Client Contact Name] [Client Title] **Acme Corp** [Client Company Address]

Subject: Proposal for Digital Marketing Partnership

Dear [Client Contact Name],

Further to our productive discussions, we are delighted to present this formal proposal to partner with **Acme Corp** as your dedicated digital marketing agency. We are confident that our tailored strategies will significantly elevate your digital footprint and drive measurable growth.

This document outlines the proposed terms of our engagement for your review.

Term of Engagement

This agreement is proposed for an initial term of **twelve (12) months**.

- Start Date:** October 15, 2025
- End Date:** October 14, 2026

Scope of Services

Skyline Media will deliver the following core services, executed with a focus on performance, transparency, and results:

- Strategic SEO & Visibility Growth**
 - A comprehensive and continuous optimization strategy, including on-page, off-page, and technical SEO to improve organic search rankings and capture high-intent traffic.
- High-Impact Ad Creative**
 - Conceptualization and design of compelling, brand-aligned creative assets for digital advertising campaigns across approved platforms.
- Performance Analytics & Reporting**
 - Delivery of an in-depth performance report by the **5th of each month**. This report will include analysis of key metrics, campaign outcomes, and strategic recommendations for the month ahead.

Professional Investment

The investment for the services detailed above is a flat monthly retainer of **\$1,500**.

- **Invoicing:** Invoices will be issued on the 1st of each month for the upcoming service period.
- **Payment Terms:** To ensure uninterrupted service, payment is due within 15 days of the invoice date.

Next Steps

To formalize our partnership and initiate the onboarding process, please sign the acceptance section below and return a digital copy to us by **October 1, 2025**.

Upon receipt, we will immediately schedule our official **kickoff strategy session** to align on initial priorities and set the stage for a successful first quarter.

We are incredibly enthusiastic about the opportunity to work with **Acme Corp** and are poised to deliver exceptional results. Please do not hesitate to reach out with any questions.

Sincerely,

[Your Name] [Your Title] Skyline Media

Acceptance of Proposal

I, the undersigned, as an authorized representative of **Acme Corp**, hereby accept the terms of this engagement proposal by **Skyline Media**.

Signature: _____

Printed Name: _____

Title: _____

Date: _____