

[Skyline Media Logo]

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Date: [Date of Sending]

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

Subject: Proposal for a 12-Month Digital Marketing Partnership

Dear [Client Contact Name],

Further to our recent discussions, it is with great pleasure that **Skyline Media** presents this formal proposal to **Acme Corp**. We are excited by the opportunity to partner with you and are confident our tailored digital marketing strategies will significantly elevate your online presence and drive measurable growth.

This document outlines the proposed scope of services, engagement term, and associated fees.

Scope of Services

Skyline Media will deliver the following core services on a monthly basis to support your strategic objectives:

- Strategic SEO & Optimization:** Continuous enhancement of your website and digital assets to maximize organic search visibility. This includes in-depth keyword analysis, on-page optimization, backlink strategy, and regular technical audits.
- Data-Driven Performance Reporting:** Transparent, detailed monthly reports tracking key performance indicators (KPIs). Each report will include a thorough analysis of campaign progress and actionable recommendations for the subsequent month.
- Compelling Ad Creative:** Design and development of high-impact, on-brand visual creatives engineered to capture audience attention and drive conversions across your designated advertising platforms.

Term of Engagement

This proposal covers a dedicated partnership for a tenure of **twelve (12) months**.

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

Professional Fees

Our professional fee for the comprehensive suite of services detailed above is a fixed monthly retainer of **\$1,500 USD**.

- Invoices will be issued on the first business day of each month.
- Payment terms are **Net 15 days** from the invoice date.

Acceptance of Offer

We are eager to begin this partnership and help **Acme Corp** achieve its digital marketing goals. To move forward, please review, sign, and return a copy of this letter by **October 1, 2025**. A scanned copy can be sent to contact@skylinemedia.com.

Please do not hesitate to reach out with any questions. We look forward to a successful and productive collaboration.

Sincerely,

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[Your Name] [Your Title, e.g., "Director of Client Services"] **Skyline Media** [Your Direct Email] +91 9876543210

ACCEPTANCE OF PROPOSAL

By signing below, the authorized representative of **Acme Corp** agrees to the terms and conditions outlined in this professional services offer.

For Acme Corp:

Signature: _____

Printed Name: _____

Title: _____

Date: _____