

Letters.org

PROPOSAL LETTER TO A COMPANY

Included:

Introduction

Proposal Letter to a Company Tips

Sample Proposal Letter to a Company

Proposal Letter to a Company Template

Introduction

A proposal letter to a client is written by a company to its client regarding the advantages he will gain if he continued his relations with them for more periods. This letter generally contains all necessary details that the client has to know about the company to which he is connected to in the long run. In case you need to write one you can have a look at the below mentioned sample.

Proposal Letter to a Company Tips

Here are some of the helpful tips to write a Proposal Letter to a Company

- Justify the reason for writing the letter
- Address the company
- Keep the tone of the letter formal
- Do not deviate away from the topic and do not make the letter too stretchy
- Be precise and talk to the point
- Avoid making spelling and grammar mistakes

Sample Proposal Letter to a Company

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Proposal Letter to a Company

Dear Sir,

I am writing this letter on behalf of XYZ suppliers to you to remind you to clear our payments. We had delivered to you several gunny bags of cement as per your requirement for your new project. Even after several reminders you are yet to pay our dues. I am writing this letter to you to request you to kindly clear all our dues as we too need to pay our suppliers.

This letter is a kind proposal to you to kindly pay dues and we were glad to work for you and would love to render the same in future too. Awaiting your reply for the same as soon as possible.

With warm regards,

Yours truly,

Name and Signature

Proposal Letter to a Company Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Letters.org

Subject: Proposal Letter to a Company

Dear _____(Sir or Madam),

I am writing this letter on behalf of(name of the supplier) suppliers to remind to you to clear our payments for your last order. You have always made payments on time but this time however we are yet to receive our payment.

I believe there has been some problem because of which the payment is getting delayed. We don't intent to blame but at the same time writing this letter mainly to remind you about our payments. We have been into this business since a long time and have been supplying goods and materials timely to your company since the past ten years. I hope this letter will remind you to clear the payment. Waiting for your reply on the same.

Yours Truly,

Name of the supplying company

Sign of the supply manager

Letters.org

Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org

Letters.org