

WRITING A PROPOSAL LETTER

Included:

Introduction

Writing a proposal letter Tips

Sample Writing a proposal letter

Writing a proposal letter Template

Introduction

A proposal letter is written mainly from one company to another company for organizing an event or to either sponsor for a social cause or for appealing something. The below written sample letter however will be a proposal letter that is written to convince the person to sponsor. It is written in a very simple manner and also with respect to the receiver. If you ever want to write a sponsorship proposal letter for any reason in future you can refer to the below mentioned sample.

Writing a proposal letter Tips

Here are some of the helpful tips for writing a proposal letter

- Do not make spelling and grammar mistakes
- Make sure you mention all the details without any error
- Avoid deviation from the topic
- Write the letter in a formal way
- Keep the tone of the letter pleasant and polite
- Write in a clear manner so that the reader understands everything well

Sample Writing a proposal letter

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Writing a proposal letter

Dear XYZ,

I am writing this letter to you to tell you that we are organizing a competition for underprivileged children and for organizing that we are collecting funds for people. By conducting such competitions we believe that it will be an encouragement for those children. Thus I am writing this letter to request you to participate in the programme and sponsor for the same. The rate of sponsorship is not fixed and hence you can give the amount of your choice.

The programme is scheduled on the 30th of August 2013 at our community hall and the competition will start sharp at 11am. Hoping for a positive reply from you side and in case of an query, feel free to contact us.

Thanking You

Yours truly,

Name and Signature

Writing a proposal letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Writing a proposal letter

Dear _____(Sir or Madam),

I Mr.(name of the sender) is writing this letter to Mr.(name of the receiver) to notify him about the competition that will be held on the(date of the competition) at(time of the competition) respectively. I am writing this letter mainly to ask for sponsorship for the programme. As the programme is organized for homeless children we are collecting funds from all the members.

Thus, people who wish to do something for the same can sponsor by dropping a cheque or paying in cash. For further details about the sponsorship procedure you can contact us on the following no: 25684147.

Yours Truly,

Name of the Sir

Sign of the Sir

Letters.org

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