

## Proposal Letter Example

Mr/Ms Your Name,  
Via Paolo Sarpi, 8  
Milano,  
Lombardy,  
20154,  
800 224 089  
info@worldbridge.it

6th June, 2016

Mrs Julie Smith,  
XY Financial Services,  
22 Elm Row,  
London,  
SW19 1EZ

Dear Mrs Smith,

Many thanks for taking the time to read this letter. I am Mr Your Name, from Worldbridge Language Services in Milan.<sup>1</sup> It has come to my attention that XY Financial Services is in need of assistance with Italian-to-English translation. Perhaps I could be of assistance with this issue.

Worldbridge is a leading provider of translation and education services. We have a full-time, on-site staff of nine professionals who are dedicated to helping our clients with their language needs. XY Financial Services is a market-leader, and deserves to have the finest assistance when it comes to breaking down global communication barriers. In 2015, Worldbridge provided crucial services to more than 200 happy clients - and we are on

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<sup>1</sup> Appropriate and brief introduction.

Per altri esempi visita: [Corsidia.com/materia/inglese/lettera-formale-inglese](http://Corsidia.com/materia/inglese/lettera-formale-inglese).

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course to smash this record in 2016. XY Financial Services would be in the safest of hands with us.<sup>2</sup>

It would be a pleasure to discuss this opportunity with you further. My contact details are at the top of the page.<sup>3</sup> Please do get in touch. Thanks again for your time and attention.<sup>4</sup>

Yours sincerely,<sup>5</sup>

Christy Keenan

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<sup>2</sup> Short, sharp paragraph that clearly explains the reason for the communication.

<sup>3</sup> Tell the reader how to contact you.

<sup>4</sup> A sincere, polite sign-off.

<sup>5</sup> Use “yours sincerely” when you know the recipient’s name.

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