

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.¹ 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 course to smash this record in 2016. XY Financial Services would be in the safest of hands with us.²

¹ Appropriate and brief introduction.

² Short, sharp paragraph that clearly explains the reason for the communication.

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

Yours sincerely,⁵

Christy Keenan

Per maggiori informazioni e altri esempi di lettere formali visita:

<http://worldbridge.it/blog/corsi-di-lingua-inglese/lettera-formale-inglese>

WorldBridge è un'agenzia di professionisti specializzata in [corsi di inglese](#), [vacanze studio](#), [traduzioni simultanee](#) e [traduzioni documentali](#) con sede a Milano.

³ Tell the reader how to contact you.

⁴ A sincere, polite sign-off.

⁵ Use “yours sincerely” when you know the recipient's name.