# Business proposal template

**Your Company Name**

Your address

Your City, State, ZIP

Contact information

**Client's Company Name**

Client's company address

Client's City, State, ZIP

**Date:** [Date]

**Proposal for [description of goods/services]**

Dear [Client's Name],

## Executive summary

[Introduce the purpose of the proposal and highlight the primary benefits of the goods or services offered. This should be a compelling summary that entices the reader to continue.]

## Objective

[State the specific problem or need your client has and how your company can address it.]

## Proposed solution

[Detail the goods or services you propose to provide. Include how these offerings will solve the client's issue or meet their needs.]

## Benefits

[Explain the benefits of your solution, including any unique features or competitive advantages.]

## Timeline

[Outline the timeline for the delivery of goods or services.]