

# PROPOSAL LETTER

To: \_\_\_\_\_

From: \_\_\_\_\_

**Subject:**

Proposal for Services and Terms of Engagement

**Introduction:**

We are pleased to submit this proposal outlining our services and terms for your consideration. Our team is committed to delivering high-quality results tailored to your specific needs.

**Scope of Services:**

Our services include, but are not limited to, consulting, project management, and implementation support as detailed in the attached schedule. We will work closely with your team to ensure seamless delivery of all milestones.

**Deliverables:**

The deliverables will comprise comprehensive reports, documentation, and any agreed-upon tangible outputs necessary for project completion.

**Timeline:**

We propose to commence work upon acceptance of this proposal, with milestones and completion dates to be mutually agreed upon in writing.

**Fees and Payment:**

Our fees for the described services are outlined in the attached fee schedule. Payment terms require invoicing upon completion of milestones, with payment due within thirty (30) days of invoice date.

**Confidentiality:**

Both parties agree to maintain the confidentiality of all proprietary information shared during the course of this engagement in accordance with applicable laws.

**Limitation of Liability:**

Our liability under this proposal shall be limited to direct damages and shall not exceed the total amount paid by you for the services rendered under this agreement.

**Termination:**

Either party may terminate this engagement upon written notice if the other party breaches a material term and fails to cure such breach within fifteen (15) days of receipt of notice.

**Governing Law:**

This proposal and any resulting agreement shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_, without regard to its conflict of laws principles.

**Acceptance:**

Please indicate your acceptance of this proposal by signing below and returning a copy to us. We look forward to a successful collaboration.

**CLIENT ACCEPTANCE**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**PROPOSER AUTHORIZATION**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

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