

Sample of a Sales Proposal Letter

(Company Letterhead)

(Date)

_____, President
_____, Inc.

(Street Address)

(City, State and Zip Code)

Dear _____:

Does your Company have morale and confidence problems in your work force? Are you having trouble in getting maximum production from your employees? Do you think that your company can perform much better if the employees are encouraged to work together? We offer a motivational training program that will be a good option to solving these morale and confidence problems and lead to more production in less time.

Our training program is 100% guaranteed for boosting the employees and enhancing their productivity. We offer a money back scheme in which you will get your all money back if you do not find the desired results.

Our experienced trainers and motivators have helped many large and successful organizations in improving their productivity and employee psychology. You can have a look over some of the employers' testimonial about our training programs from the attached catalogue. You may want to consult with some of these employers. If you have any questions, please call _____ (Phone Number) where our experts will answer your questions. We have attached a detailed catalog with this letter. Remember, encouragement leads to better work performance.

Sincerely yours,

(Printed Name of Author of Letter)

(Signature of Author)

Encl. Catalogue