

[Your Name/Business Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Client Name/Contact Person]  
[Company Name]  
[Address]  
[City, State, Zip Code]

**RE: Proposal for [Project Name/Professional Services]**

Dear [Contact Person Name],

It was a pleasure speaking with you regarding your upcoming needs for [Specific Project or Service Area]. Based on our discussion, I am pleased to submit this engagement proposal to assist [Company Name] in achieving [Specific Goal or Outcome].

As an independent contractor specializing in [Your Expertise], I am confident that my experience with [Specific Skill or Previous Success] will provide immediate value to your team. My proposed approach for this engagement includes:

- [Key Deliverable 1]
- [Key Deliverable 2]
- [Key Deliverable 3]

Attached you will find the formal Independent Contractor Agreement, which outlines the detailed scope of work, project milestones, and the proposed fee structure of [Rate/Total Amount].

I am eager to begin our collaboration and am available to discuss any adjustments to the scope or timeline at your earliest convenience. Thank you for considering my services for this project.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Independent Contractor Agreement