

Dear [Name],

Thank you for the conversation on [date] about [goal]. Attached is our proposal for [solution].

In short, we recommend [one-sentence summary], which we expect to [outcome] by [date]. The proposal includes [options/pricing] and is valid until [date].

I would be glad to walk you through it — are you available for a 20-minute call on [day]?

Kind regards, [Name], [Title], [Phone]

Notes