

Sample Proposal Letter

Header

(This would be your team letterhead with contact information for your client.)

Date

Mr. Ted Quinn
Nonprofit Agency Name
Street Address
Austin, TX 78728

Dear Mr. Quinn:

Our team enjoyed discussing the opportunity to assist Nonprofit Agency in developing a plan to increase your volunteer productivity. As we agreed, we began work on this project last week. We are submitting a proposed action plan for your review.

Background

On [date], we met and discussed the recent turnover of volunteers in your San Antonio region and your recent acquisition of the Corpus Christi/South Texas region. We also discussed your growing concerns regarding your volunteer recruitment and retention practices. Increasing your volunteer base will allow Nonprofit Agency to serve more needy clients throughout South Texas.

Initial research shows you to have one volunteer with seven years and another with three years of tenure. You also recently "rehired" a volunteer who was previously with you for three years. You have two new volunteers in your San Antonio region, and have not yet started seeking volunteers in Corpus Christi.

Your volunteer recruitment practices include a standard newspaper advertisement and personal interview. You offer a half-day training session for all volunteers. In that half-day training you also provide literature about your agency and a 3-page "volunteer handbook."

Goals/Objectives

As you requested, our goal will be to develop a plan and present you with a number of recommendations to increase your volunteer recruitment by 10% and improve your volunteer retention by 20% within the next year. This plan will be accomplished through the following steps:

1. An analysis of the volunteer recruitment practices in this area.
2. An analysis of recruitment and retention practices of other non-profit agencies.
3. A survey of current and past volunteers about effectiveness of volunteer training, handbook, etc.
4. An evaluation of your one-half day training session and the training handbook.
5. A survey of past volunteers to identify reasons for decreased participation.

Examples Of How To Write A Business Proposal Letter

Sheryl Lindsell-Roberts



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Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed.

Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery.

Discover the Magic : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting.

These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of engaging stories waiting to be discovered.

The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts.

The Secret History is a brilliant and thrilling novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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