Name of the concerned person  
Designation  
Name of the company  
City, country, Zip Code

Date

Subject: Laundry service proposal for [X]

Respected Mr. ABC,

Greetings of the day!

I am Ms. [NAME] and I am writing this proposal on behalf of my company [NAME]. Our company is one of the best and reliable laundry service providers in this region. We have worked with many multi-national companies and event management corporations. The testimonials and certificates of appreciation are also stipulated with this proposal for your reference. We have multi-tasking and experienced team and the details of our staff members along with their designations and qualifications are as follows:

[Add details]

Our professionals have a complete experience of bio-safety regulations and we use completely safe and eco-friendly detergents in all our washing and dry-cleaning procedures. We also offer pick & drop services to the corporate sector industries. These services are specifically planned according to the customer`s convenience. We have a special HR team to communicate effectively with all our clients and guide them about the logistics, operations and all the additional services offered by our company. If you want on-site services, then we are also open to the provision of these services.

All the equipment and deliverables will be cross-checked with the international bio-safety protocols of (partner company`s name). We ensure you with the provision of all these services fast, safe, reliable, and timely delivery. I am sure that you will consider this proposal and will give our company this opportunity to work with your prestigious company.

I have attached all the documents necessary for assurance of our claims. Details of all financials along with the biological safety certificates and other testimonials are also attached with this proposal. We will look forward to a positive response from your side soon.

In case of any query, feel free to contact me on the given email id or our Human Resource Management representatives on the contact numbers provided in the documents.

Thank you so much for your precious time and patience.

Sincerely,

Your name  
Signature

Date

Designation

List of attached documents.