Date:

To

[The Recipient]  
[Designation]

Dear Mr. David,

I am writing this letter to show my gratitude to you for choosing us for providing social media services to your company ABC Limited.

We have been handling the social media accounts of various companies for the past ten years. Their names are listed in the detailed proposal, attached with this letter. Our experience, and the gained expertise, have equipped us with the tactics, that help us in generating a maximum audience. As per our record, on average, we have been able to increase the online sales of our clients by up to 65%. The satisfaction level and the good reviews for our clients’ organizations have risen to 85%.

We will be managing all your social media accounts, including Facebook, Instagram, etc. Normally, we charge $[X] per month for our social media services package, that you have opted for. However, we would like to offer you a 10% discount, which makes it $[X] only.

As per your discretion, we can take over the task, and start serving from 1st October 20XX. Let us know if you need any other information, or any changes in the proposal.

Thank you once again.

Regards,

Victoria Steven.