

Name

Date

Subject: [Proposal Title]

Dear _____:

[Introduction]

[Course Description: What are you proposing?

What is the course? How will it serve their demographic? How will they meet? When will they meet? What is the objective of the course? *Sell what you are offering!*]

[Supplies and Resources: What will they need to provide on their end?]

[Budget: How much will it cost? Will you offer discounts for groups?]

[Closing Remark: When would you like to hear back from them? When will you contact them for a final decision?]

[Closing,

Your name

Contact information]