**To**

**[The Company Name]  
[Business Name]  
[Address]**

**From: [Company Name]  
[Address]  
[Contact]**

**Subject: proposal for professional training & development of [X] for [X].**

Dear Mr. ABC,

I Mr. Nike from ABC training institute and am writing this letter to let you know about the professional development training that my institute provides. We are targeting your company because we feel that it can benefit from this training.

The training includes communication skills, presentation skills, customer representative skills, and everything concerned with professional development training.

I hope you will accept this proposal. If you have any queries, feel free to contact us at XXX-XXX or by email (tell your email address).

Sincerely,

[Your Name]  
[Designation]  
[Company Name]

[Company LOGO]

DATE: