**To**

**[The Recipient Name]  
[Designation]  
[Company Name]**

**[DD.MM.YYYY]**

**Subject: Proposal Letter for Skills Development for [ABC]**

Dear Mr. ABC,

I am Peter and am a trainer in XYZ Company that is a well-reputed institute. We provide skills development training to companies like yours. Our aim is to help employees get the skills that are essential nowadays for businesses to succeed.

I hope to organize one of our skills development coaching sessions in your company. Here we will provide you with interactive lectures concerning various communication skills, management strategies, etc. The goal of the session is to let the attendees get something useful from it that they can implement in real life.

If you are interested in this training, please feel free to contact us at [X] or email me at (state your email).

[Your Name]  
[Designation]  
[Company Name]