

Casual Email of Transmittal for Project Draft

Subject: Sharing Draft of the Project Proposal

Hi [Recipient's Name],

As promised, I'm sending you the draft version of our project proposal. It includes the key points we discussed and the preliminary budget estimates.

Please take a look whenever you get the chance and let me know if anything seems off or needs refinement. I'm open to feedback and will adjust before we finalize it.

Thanks,

[Your Name]

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