

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Business Proposal for [Project/Collaboration Name]

I hope this letter finds you well. I am writing to present a business proposal that I believe will greatly benefit both [Your Company Name] and [Recipient Company Name].

[Brief introduction about your company and its mission]

We have identified an opportunity for collaboration in [describe the specific area or project]. Our proposed solution is to [briefly outline your proposal and its objectives].

Key benefits of this proposal include:

1. [Benefit 1]
2. [Benefit 2]
3. [Benefit 3]

We would love the opportunity to discuss this proposal in more detail and explore how we can work together. Please let me know your availability for a meeting in the coming weeks.

Thank you for considering this proposal. I look forward to your positive response.

Best regards,

[Your Name]  
[Your Title]  
[Your Company Name]