

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip]

Dear [Recipient Name],

Subject: Business Proposal for [Project/Service Name]

I hope this letter finds you well. I am writing to propose a collaborative initiative between [Your Company Name] and [Recipient Company Name] that aims to [briefly state the purpose of the proposal, e.g., increase sales, improve services, etc.].

At [Your Company Name], we specialize in [brief description of your company and its offerings]. With our expertise in [specific area or service], we believe we can provide significant value to [Recipient Company Name].

Our proposal includes:

1. \*\*[Key Point 1]\*\*: [Brief description]
2. \*\*[Key Point 2]\*\*: [Brief description]
3. \*\*[Key Point 3]\*\*: [Brief description]

We anticipate that this collaboration will not only benefit our organizations but also provide [specific benefit to the recipient's organization].

I would appreciate the opportunity to discuss this proposal further and explore how we can work together to achieve mutual goals. Please feel free to contact me at [your phone number] or [your email address] to schedule a convenient time for a meeting.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]