

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

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

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to present a business proposal that I believe will be mutually beneficial for both [Your Company Name] and [Recipient Company Name].

[Briefly introduce the purpose of the proposal and its significance.]  
Attached to this letter, you will find a detailed proposal outlining [key points of the proposal, benefits, and any pertinent information].

I would appreciate the opportunity to discuss this proposal further and explore how we can collaborate effectively. Please let me know a convenient time for you to meet or if you have any questions regarding the proposal.

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

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]