

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

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

Dear [Recipient Name],

Subject: Proposal for [Project/Service]

I hope this letter finds you well. I am writing to propose a potential collaboration between [Your Company Name] and Xerox in the area of [specific project or service].

[Briefly introduce your company and its expertise related to the proposal.]

Our proposal aims to [describe the main goal of your proposal], which we believe aligns perfectly with Xerox's commitment to [mention relevant Xerox values or goals].

[Outline the specifics of your proposal, including objectives, methodologies, and expected outcomes.]

We are confident that this partnership will bring significant benefits to both parties, including [list potential benefits].

I would appreciate the opportunity to discuss this proposal further. Please let me know a convenient time for a meeting or a phone call to explore this collaboration.

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

Best regards,

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