

Sure! Here's a simple template for a business proposal letter in a text format that you can easily transfer to an Excel (.xlsx) spreadsheet:

```
| **Date** | [Insert Date] |
|-----|-----|
| **Your Name** | [Your Name] |
| **Your Address** | [Your Address] |
| **City, State, Zip** | [City, State, Zip] |
| **Email** | [Your Email] |
| **Phone Number** | [Your Phone Number] |
| **Recipient Name** | [Recipient Name] |
| **Recipient Position** | [Recipient Position] |
| **Company Name** | [Company Name] |
| **Company Address** | [Company Address] |
| **City, State, Zip** | [City, State, Zip] |
| | |
| **Subject** | Proposal for [Project/Service Name] |
| | |
| **Dear [Recipient Name],** | |
| | |
| **Introduction** | [Brief introduction about your business and the
purpose of the proposal.] |
| | |
| **Proposal Details** | [Detailed description of the proposal including
objectives, strategies, and benefits.] |
| | |
| **Conclusion** | [Summary and any call to action or next steps.] |
| | |
| **Sincerely,** | |
| **Your Name** | [Your Name] |
```

You can adjust the contents and headings as necessary for your specific business proposal needs.