

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: PBX Service Provider Agreement

We are pleased to inform you that [Your Company Name] has been selected as your PBX service provider. We look forward to collaborating with you and providing the best telecommunication services tailored to your needs. Enclosed, please find the details of our proposed services, including installation, support, and maintenance. Our team is committed to ensuring a seamless integration of our PBX solutions with your existing infrastructure.

Please review the enclosed proposal and let us know if you have any questions or require further clarifications. We are eager to move forward and start this partnership.

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Enclosure: Proposal Document]