TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Business proposal from **[company name]**

Dear Rachel Rhohes,

My name is Robert Smith, and I'm contacting you from **[company name]**. Thanks for taking the time to chat with me earlier this week, here's my business proposal.

At **[company name]** , we partner with leading businesses such as yours, helping them improve the services they offer and save money. By signing up to work with us, we can streamline the service you receive, making them quicker and more efficient.

Working together, we estimate we can save you up to 50% on your annual fees, and all for just **[insert price]**.

Please review my proposal and come back to me with any questions. The next step is to formalize our agreement and sign a contract. We're ready when you are.

Yours Sincerely,

Robert Smith