TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Business proposal letter

Dear Rachel Rhodes,

Thanks for sharing details of your new project and approaching us as a potential partner. It was fascinating to learn about the project, and I'm confident we're the right fit.

The new project offers incredible potential for us to work together. Still, we need to act quickly to access the opportunity, so I've provided details of our proposal here.

**[Insert proposal details]**.

If you want to work with us, please get in touch with me as soon as possible, and we can discuss the details and formalize our partnership.

Yours faithfully,

Robert Smith