TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Business proposal letter

Dear **[Recipient Name]**:

As assured, I have included three copies of the business proposal letter indicating our contracts entered this morning in your company. I have also emailed a soft copy this morning.

Please select the alternative you favor, the installment terms you prefer, and return one of the copies I have already endorsed via the DHL envelope embedded. I have also included a bill in several types if this assists in the process.

I am ready to work in a week of your approval, as explained.

Please note that this project is copyrighted and bears my intellectual property. You may not distribute the materials with anyone outside of your company for whatever purpose without my specific permission.

I will phone you Monday at 9 a.m. as agreed, if I do not receive a reply from you prior, to understand which options you have selected. If you would like to commence quickly with a telephone “handshake,” I am delighted to support you.

Thanks for the chance to work with you on this big project.

Sincerely,

**[Your Name]**