TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Business proposal letter

Dear Mr. Taylor:

The enclosed proposal responds to your request for audits of the following facilities:

* The Patriot Center for Rehabilitative Medicine in San Luis Obispo, California
* The Phoenix City Hospital in Phoenix, Arizona
* The Moreno Valley Wellness Center in Sunny mead, California

Our proposal addresses your need for thorough audits of all four operations, but we have also gone a step further, taking into account your broader objectives. We have developed an overall plan to help you gather the necessary data to turn the properties around financially and protect the value of your investment. We have also outlined our services in the event that one or more of these properties cannot be made profitable and must be sold or liquidated.

We bring some distinct advantages to the process of handling your audit:

* As medium-size firms, we have the flexibility and responsiveness to meet all deadlines, especially those imposed by third parties and regulators. We offer you the level of service and commitment that the national firms save for their largest clients.
* At the same time, we have the resources, specialized knowledge, and experience to handle complex audits of long-term care facilities quickly.
* Senior partners of both firms will be personally involved in conducting your audits.
* We provide the highest-quality services at a cost-effective price.
* We seek to handle all four audits because it is important to develop a total picture of the financial situation for all four facilities. In addition, by handling all four audits, we can save you money.

We are eager to work with you on this project. May we schedule a time to present our proposal to the entire management team?

Sincerely,

Donald Miller, CPA