TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Business proposal letter

Dear Wile,

As promised, I’ve enclosed two copies of the proposal reflecting our agreements reached yesterday in your office. I’ve forwarded an electronic version as well this morning.

Please choose the option you prefer, the payment terms you prefer, and return one of the copies I’ve already signed via the FedEx envelope enclosed. I’ve also enclosed an invoice in different varieties in case this helps in the process.

I’m prepared to begin within a week of your acceptance, as discussed.

Please note that this proposal is copyrighted and contains my intellectual property. It may not be shared with anyone outside of your organization for any reason without my express approval.

I’ll call you Friday at 10 a.m. as agreed, if I don’t hear from you prior, to see which choices you’ve made. If you’d like to begin immediately with a telephone “handshake,” I’m happy to accommodate you.

Thanks for the opportunity to work with you on this important project.

Sincerely,

Alan Weiss, PhD