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. Fine:

My catering company can help you lower the cost of your events by 50 percent. We provide delicious meals and hors d’oeuvres at half the cost because we use fresh, local ingredients. I believe we can give you substantial savings on every event.

I have attended several of your events and understand the quality and amount of food you require to make it a success.

I would be happy to meet you and go over menus for several different types of meals and snacks and show you how we provide quality food at reduced prices.

I have been in the catering business for **[years]** and have **[repeat]** customers every year. We’ll provide every option including vegetarian, vegan, gluten-free, kosher and halal.

Please call me at **[Phone]** or email me at **[Email]** and I will be happy to meet you at a time that is convenient for you.

Sincerely,

**[Signature]**

**[Name]**