TO

**[Receiver Name]**

**[Receiver Title]**

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

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

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

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Project proposal from **[company name]**

Hi Rachel,

I hope you've been well!

We've been working with you for several years now and value our partnership. We're always looking to help you save money and have developed a new proposal that outlines a new way to work together that could save you money.

**[Insert Proposal]**

I don't want to go into too many details through email, but I hope the basic information demonstrates the positive impact this partnership could have on our businesses.

I would love to arrange a call to go through it in more detail after you've reviewed the information here. Please let me know when you're free.

Best,

Robert Smith