

Company Name

123 Business Avenue,

Suite 456

Your City, Country

Tel: (123) 456-7890

Email: info@company.com

Website: www.company.com

Date: _____

Recipient Name

Recipient Position

Recipient Company

Recipient Address Line 1

Recipient Address Line 2

Re: Business Proposal - [Project/Opportunity Name]

Dear [Recipient Name],

[First paragraph: Brief introduction stating the purpose of the letter.]

[Second paragraph: Key points of the business proposal.]

[Third paragraph: Closing remarks expressing willingness to discuss further and provide additional details.]

Sincerely,

[Your Name]

[Your Position]

Company Name