

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Business Proposal Request

I am writing to request a detailed business proposal from your company for [briefly state the project, service, or product you are interested in]. We are exploring potential partnerships and would appreciate receiving more information regarding your offerings, pricing, and terms.

Proposal Requirements

Kindly include the following information in your proposal:

- Company background and key qualifications
- Scope of products/services offered
- Pricing structure
- Project timeline
- Terms and conditions
- References or case studies (if available)

Please submit your proposal by [submission deadline]. If you have any questions or need further clarification, feel free to contact me at [your phone number or email].

We look forward to reviewing your proposal and the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[Company Name]