

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State ZIP]  
[Email Address]  
[Phone Number]

[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State ZIP]

**Subject: [Proposal Title or Subject]**

Dear [Recipient Name],

I am writing to present a business proposal for [briefly state purpose of the proposal]. Our company, [Your Company Name], specializes in [briefly describe what your company does or offers].

[Describe the problem/opportunity and your proposed solution or offer. Include key points, benefits, and how it aligns with the recipient's needs.]

[Outline the next steps, timeline, or call to action. Provide any additional information relevant to the proposal.]

Please feel free to contact me if you have any questions or require further information. I look forward to the opportunity to discuss this proposal further.

Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]

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(Signature if sending a printed copy)