Date

To

Recipient Name

Street Address

City, ST ZIP Code

**Subject:**       Land proposal

Dear Sir/Madam,

We at [company name] are interested in using the land located at [enter address] for the purpose of building [enter kind of structure]. Attached to this letter is a detailed land proposal for your review. If you are interested in this proposal, let us know. We would be happy to set up a meeting with you to discuss the proposal further.

We believe this land development will contribute to the community positively.

Sincerely,

[Your Name]  
[Address]