|  |  |
| --- | --- |
|  | Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

Thank you for providing us with the opportunity to submit our business proposal to ABC Limited. Along with this letter, we are providing a detailed proposal that includes all the timelines and the payment charges. Let us know if you have any questions or want any modifications. We will feel honored if our proposal gets accepted by your organization.

As the real business environment cannot be predicted completely because of the external factors, the costs of raw materials and other inputs may differ slightly from the stated figures. However, we have provided three figures of lower than expected, expected and higher than expected, to provide you with better forecasting of profitability. In addition, the transport cost of transferring the goods from our factory to your store may differ as well as per the circumstances and petrol costs.

We have insurance up to XX million dollars, which provides the safety net for this proposal in case of any mishap.

If you would like to accept our proposal, kindly, fill out the attached form and sign on the relevant places. Also, kindly, provide us with a detailed brief and a copy of the title deeds.

Looking forward to a positive response, a chance to serve your organization and a good working relationship.

Regards,

William Smith.