[COMPANY NAME]

[Address Line -1]  
[Address Line -2]  
[Phone]  
[Email]  
[Website]

Dear Mr. Josh,

I am writing this letter to offer you a business proposal for our catering services for your office.

We have researched and found that your office premises lack cafeteria and there is no good eating place in the vicinity as well, because of which your employees often have to suffer if they have not brought their lunch from home.

We are a small catering business, which offers food to a small number of people. We have prepared a proposal for your office to make an alliance with our business for mutual benefits. The proposal is attached to this letter for you to view and analyze.

With this alliance, we will be offering different monthly packages for your employees, from which they can choose and enjoy our tasty lunch throughout the month. The food is prepared hygienically, and all the food items and ingredients used are of good quality. You can visit our premises for any sort of inspection. In addition, the prices we are offering, with such good quality, are unmatchable.

Let us know of your perspective about this proposal, or if you need any modifications. You can contact us anytime at [X].

Thank you for your time. We will be waiting for your reply.

Regards,

Jill Steven.