Date

Name

Address

Dear Mr. Steven,

I am writing this letter to propose our stationery products to your company XYZ Limited.

ABC limited has been in this business for over fifteen years. We believe in selling quality products at an affordable price. In addition, we have a huge variety of products, which makes it possible for us to operate at a smaller as well as at a larger scale.

We have noticed your tender notice in the newspaper on 5th June 20XX, and we believe we fulfill all your requirements. We can provide all the required products of your demanded brands. As we buy in bulk, we can sell to you at a competitive price as well. Furthermore, if you sign a two-year contract with us, we will offer you a 5% extra discount as well as free delivery throughout.

The price list of your required products, specially designed for you, is attached with this proposal letter. If you need any other information, feel free to contact me at [X].

Waiting for your positive response. Thank you for your time.

Regards,

Samantha john.