From:

Dear Mr./Miss./Mrs. (Name of the receiver),

We at (name of your company) would like to formally introduce ourselves. We are writing this proposal to help cater to the needs of your company in an effective way. We have expertise in (telling what services your company can provide the client with).

(Name of the company) came into existence in (the year when the company was formed). Since its inception, the company has been providing (tell what services it has been giving and how these have helped businesses). We aim at (tell the aim of the business).

We have a specialized team of professionals (tell what the professionals are involved in). They know the needs of the business and give the best services suited to your requirements. (You can tell how your company helps people out).

If you are interested in working with us, you can contact us at (tell how they can contact you and when).

Regards,

(Name of the sender)  
(Designation of the sender)  
(Company name of the sender)  
(Signature of the sender)