

# Procurement Proposal Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose a purchasing agreement for [insert product/service] that we believe would be beneficial for both our organizations.

We have conducted thorough market research and identified that [insert reasons why the purchase is necessary, e.g., cost-efficiency, quality, etc.]. We propose the following terms:

- Product/Service Description: [Insert details]
- Quantity: [Insert quantity]
- Price per Unit: [Insert price]
- Total Cost: [Insert total cost]
- Delivery Terms: [Insert delivery terms]

- Payment Terms: [Insert payment terms]

We believe that entering into this agreement will strengthen our partnership and foster better cooperation between our organizations. We are looking forward to discussing this proposal further and hope to reach a mutually beneficial agreement.

Thank you for considering our proposal. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any questions or further discussions.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]