

Service Proposal for Business Collaboration

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to present this proposal for collaboration between [Your Company Name] and [Recipient Company Name]. Our mutual goal is to enhance our service offerings and provide valuable solutions to our clients.

Overview of Services

[Briefly describe the services you offer that could benefit the recipient's company.]

Proposed Collaboration

[Outline the collaboration scope, objectives, and how both companies can benefit from this partnership.]

Next Steps

Please let us know a suitable time for a meeting to discuss this proposal further. We are excited about the potential of working together and look forward to your response.

Regards,

[Your Full Name]

[Your Position]

[Your Company Name]