

Proposal for Virtual Office Arrangement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are pleased to present our proposal for the arrangement of a virtual office setup that will enhance your operational efficiency and provide flexibility to your team. Our virtual office services include:

- Professional Business Address
- Mail Handling and Forwarding
- Dedicated Phone Line with Call Answering
- Access to Meeting Rooms
- Administrative Support Services

The monthly fee for our comprehensive virtual office package is [Insert Fee]. We believe this arrangement will provide you with a cost-effective solution, allowing your team to focus on core business activities without the overhead of a physical office.

Please feel free to reach out if you have any questions or if you would like to discuss this proposal further. We look forward to the opportunity to work together.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]