

# Business Proposal Request

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a collaborative opportunity between [Your Company Name] and [Recipient's Company Name] that I believe will yield mutually beneficial outcomes.

At [Your Company Name], we have developed [briefly describe your product/service], which has been successful in [briefly state successes or benefits]. We believe that by partnering with [Recipient's Company Name], we can [explain how the partnership can benefit both parties].

We would like to formally request a meeting to discuss this proposal in detail. I am confident that together we can achieve remarkable results and drive growth for both our companies. Please let me know your available times for a discussion, either in person or virtually.

Thank you for considering this opportunity. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email]