**Business Letter Proposal Sample:**

(insert company logo or letterhead)

(insert inside address)

(insert recipient company address)

(insert date)

Dear (insert full name),

(insert recipient job title),

I am very pleased to inform you that after receiving a phone call from your superior (enter name) on (enter date), we as a team at (enter your company name) have come to the agreement to accept your offer (give details).

I would like to propose an arrangement for a working partnership to begin between (enter your company) and (enter recipient company) in regards to a business partnership/a sponsorship/a collaboration. (give details)

It has come to our attention that a formal meeting should take place in order to finalise the details of this proposal and to draw up a contract between the two companies in an official act of solidifying the partnership.

If you could please pass this letter on to (insert name of supervisor or boss) that would be appreciated. Enclosed with this letter are the details and notes from our previous exchanges in person and by phone for your files. It has been a pleasure liaising with you on this matter. (enter company name) will be calling (enter recipient company name) within the following week to confirm the arrangements.

Yours sincerely,

(signature)

(insert your full name)

(insert job title and department)

(insert contact details)