**Business Proposal Letter Template**

July, 14th, 2020

Bacos Associates

Chicago, IL

Attn: Mark Mayor, Re: Business proposal letter

Dear Mr Mayor,

Are you concerned about the operating costs of running your company, and are you looking to cut your printing costs by at least 25% percent? Our company has done just that successfully for over 100 other companies in the Chicago area, and we can implement the same strategies for your business. Our proven track record speaks for itself. We have been able to come up with cost effective printing for many companies in the state of Illinois.

We promise to review your current company and processes to determine what can be improved. We will then give you advice and suggestions to improve your overall printing processes. Our product can help save you time and money. For example, company CXW and company WAY have saved over $15,000 each in the last month by implementing our new processes.

The enclosed proposal shows what we can do to help your business along the way. The business proposal includes details on our strategies to help many clients. You will also find several examples of the work done for companies similar to yours.

I will call you tomorrow to discuss the possibility of us working together. I am confident we can come up with a plan that will save you money with your printing needs.

Sincerely,

John Salley

John@salleyprinting.com

President of Salley Printing Inc