

Formal 4HB Business Letter to a Client

Subject: Business Partnership Proposal

Dear Mr. Adams,

I hope this message finds you well. I am writing to present a formal proposal for a business partnership between our organizations under the 4HB framework, which emphasizes Honesty, Hard Work, Humility, and High Standards. We believe your company shares similar values and would be an excellent partner in achieving mutual growth.

Our team is prepared to collaborate on several key projects where our combined expertise can bring exceptional results. I would appreciate an opportunity to discuss this partnership in detail at your earliest convenience.

Thank you for considering this proposal. I look forward to hearing from you soon.

Best regards,

David Thompson

Director of Business Development

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