

# Sample Business Proposal

[Recipient Name]

[Recipient Title]

[Business Name]

[Date]

Subject: Financial and Business Proposal

Dear Sir,

We, at the \_\_\_\_\_ group, hereby express our interest to propose business referral to \_\_\_\_\_.

[Your Business Name] was established in late [Year]. We are a well-funded retailer based in \_\_\_\_\_ with ambitious expansion plans to continue rolling out our brand in the \_\_\_\_\_ and raise the bar in terms of exceptional customer service. Our current portfolio of retail stores includes 200 outlets across \_\_\_\_\_.

We have complete capability in pharmaceutical logistics across the \_\_\_\_\_. We are the first retailer to roll out specialized solutions offering full functionality in the areas of \_\_\_\_\_ among other elements. At \_\_\_\_\_, our mission is to support our clients and provide excellence in customer service.

We currently have over \_\_\_\_\_ staff working at \_\_\_\_\_ in the functions of Sales, Marketing, Distribution & Logistics, IT, Finance, Human Resources, Property, Legal and Government Relations, including highly qualified and industry experienced professionals. The management team has international experience in running retails with extensive knowledge in the development of specialty services and setting high standards.

We hope to establish an effective working relationship with you on this collaboration opportunity and other future developments as well.

\_\_\_\_\_ is pleased to offer the financial proposal below to \_\_\_\_\_. The proposal is subject to final approval by the executive management of \_\_\_\_\_. \_\_\_\_\_

considers the opportunity to provide services as a partnership with yourselves and our proposal reflects our aim of a long-term relationship.

[Your Business Name] offers:

Please note this financial proposal is valid for 7 calendar days, after which it may be subject to change.

Our proposal provides a comprehensive solution to the requirements of \_\_\_\_\_, as follows:

1. \_\_\_\_\_ will be committed to professional and experienced staff to ensure the best quality of services to all clients and close and active co-ordination with all vendors.
2. \_\_\_\_\_ offers to provide \_\_\_\_\_ to clients, as a complimentary service.

In all circumstances, \_\_\_\_\_ and the \_\_\_\_\_ group will be committed to meet all customer service standards requested by you. Finally, we are grateful for this opportunity to submit our proposal for what we are certain will be a successful venture.

Yours Sincerely,