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
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[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 retailed
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,