

Sample Formal Letter for Business Proposal to Government Agency

[Your Company Name]

[Your Company Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Government Agency Name]

[Agency Address]

[City, State ZIP Code]

Subject: Business Proposal for [Brief Description of Proposal]

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] to formally propose a business collaboration with [Government Agency Name]. As a leading provider of [products/services you offer], we are dedicated to delivering innovative and effective solutions that align with your agency's goals and mandate.

Our proposal involves [briefly describe main idea, service, or project-what you are offering and why]. We believe that this initiative will offer substantial advantages to your agency, including [list benefits, e.g., cost savings, efficiency improvements, technological advancement, community impact, etc.].

To support our proposal, please find attached our detailed business plan, including projected outcomes, timelines, and budget considerations. We look forward to discussing how our collaboration can contribute to the effective achievement of the agency's objectives.

We welcome the opportunity to further elaborate this proposal and address any questions you may have. Please feel free to contact me at your convenience to schedule a meeting or request additional details.

Thank you for considering this proposal. We are eager to partner with [Government Agency Name] and look forward to your positive response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]