

Your Company Name

Your Address Line 1

City, State, ZIP Code

Email: info@yourcompany.com

Phone: (123) 456-7890

Date: [Insert Date]

Recipient Name

Recipient Title

Recipient Company Name

Recipient Address Line 1

City, State, ZIP Code

Dear [Recipient Name],

Subject: Proposal for Business Collaboration

We hope this letter finds you well. We are writing to express our interest in establishing a formal business collaboration between **Your Company Name** and **Recipient Company Name**. Our organizations share a vision for growth, innovation, and delivering exceptional value to our clients.

We believe that a partnership between our companies would present significant opportunities for both parties. By leveraging each other's strengths and expertise, we can increase our market reach, enhance our service offerings, and achieve mutually beneficial goals. Key objectives of this proposed collaboration include:

- Combining resources to pursue joint business opportunities
- Sharing expertise and best practices
- Developing tailored solutions to meet client needs
- Pursuing mutually agreed-upon strategic initiatives

To provide complete transparency, we have attached a detailed quotation outlining our proposed services/products, pricing, and associated terms and conditions. This document is intended to assist you in evaluating the commercial aspects of this partnership proposal.

We are confident that this collaboration can deliver substantial value and strengthen the position of both companies in our respective markets. Should you have any questions, require further information, or wish to discuss the proposal in detail, please do not hesitate to contact us.

We look forward to the possibility of working together and creating a successful business alliance.

Sincerely,

[Your Name]

[Your Title]

Your Company Name

Attachment: Quotation

Service/Product	Description	Quantity	Unit Price	Total
[Item 1]	[Description of Item 1]	[Qty]	[Unit Price]	[Total Price]
[Item 2]	[Description of Item 2]	[Qty]	[Unit Price]	[Total Price]
Grand Total			[Grand Total]	

Terms & Conditions:

[Insert relevant terms and conditions related to pricing, payment, delivery, and other necessary business information.]