

# Enquiry Letter Sample for Business Agreement Proposal

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to you on behalf of **[Your Company Name]** to formally express our interest in exploring a business partnership with **[Recipient's Company Name]**. Having researched your organization's impressive track record and expertise in **[mention their industry or area]**, we believe that a collaboration between our companies could yield mutually beneficial results.

We would appreciate it if you could provide us with further information regarding your terms and conditions for a potential agreement, as well as any essential details on collaboration models, pricing structures, and service offerings. We are particularly interested in understanding how your processes align with our business objectives and how we might work together to achieve shared goals.

Please let us know a suitable time to arrange a meeting or call to discuss this proposal in greater detail. We look forward to your prompt response and hope to begin a long and successful partnership.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]