

This document provides a **sample formal letter for business proposal including pricing**, which serves as a professional communication to present a business offer, outlining the products or services along with detailed pricing information. It is designed to clearly convey the terms, costs, and value propositions to potential clients or partners, ensuring transparency and facilitating informed decision-making. The letter follows a formal tone, structured format, and includes essential elements such as an introduction, proposal details, pricing breakdown, and a closing statement to encourage positive engagement.

Sample Formal Letter for Business Proposal (with Pricing)

[Your Company Letterhead]

[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Website URL]

[Date]

[Recipient Name]

[Recipient Title/Position]
[Recipient Company Name]
[Recipient Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Business Proposal for [Product/Service Name]

We, at [Your Company Name], are pleased to present this business proposal to offer our [describe your product/service] tailored for [Recipient Company Name]. Our team has studied your business needs and is confident that our solutions can deliver measurable value while aligning with your objectives.

Proposal Overview

Our proposed solution includes the following:

- [Product/Service Feature 1]
- [Product/Service Feature 2]
- [Product/Service Feature 3]

This comprehensive approach ensures increased efficiency and improved outcomes for your organization.

Pricing Breakdown

Item/Service	Description	Unit Price	Quantity	Total Price
[Product/Service 1]	[Brief Description]	[\$X,XXX.XX]	[Qty]	[\$X,XXX.XX]
[Product/Service 2]	[Brief Description]	[\$X,XXX.XX]	[Qty]	[\$X,XXX.XX]
Grand Total				[\$X,XXX.XX]

** All prices are exclusive of applicable taxes.*

Terms and Conditions

- Pricing is valid for 30 days from the date of this letter.
- Payment terms: [e.g., 50% advance, balance upon delivery].
- Delivery timeline: [Specify expected delivery period].
- Additional terms: [Specify any other key terms].

We are committed to providing superior quality and excellent customer service. Should you have any questions or require further details, please do not hesitate to contact our team. We look forward to the opportunity to work together and help [Recipient Company Name] achieve its goals.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]