Dear **Mr. Kenny Jones**,

Good day!

On behalf of our company, I would like to thank you that you have chosen our company to present and propose to you our services.

After due consideration of your company’s current needs and plans, we have come up with a comprehensive proposal and plan which will best serve your interests. The terms of this proposal are perfectly tailored to fit your business context and needs. Rest assured that we will charge you with flexible and reasonable rates.

If you have inquiries or concerns about the terms that we are offering, you can contact me.

Regards,

**Hilllary Jones**

**HR Executive**, **Acme Corporations**