**Name of sender**

Position of sender

Company name

Address

Phone number of sender

Date

**Name of receiver**

Company name

Address

Phone number

Dear (name of the receiver),

I am writing this letter to submit an interesting proposal which will make it possible for you to decrease your costs by 50%. We have applied the same for our previous customers and it is our goal to spread the method among other prospective clients.

Our company will review the system that your company uses and our aim is to find the loopholes. Then we will look for remedies to improve the system. We could start by decreasing the stationery and printing costs and by turning your hard copy documents into digital ones. This way you will be able to save money and paper.

You will find a proposal attached to the letter in which we explain the details of our plan. This plan comes with guidelines that we use in case of the majority of our clients.

I will call you as a follow-up of the business proposal. I hope that we will be able to work together in a manner that is advantageous for the both of us.

Yours sincerely

Name of sender