

Free Business Proposal Letter Sample

Posted @ 1/16/2011 2:15 PM by MBAHRO | Files in **HR Outsourcing,StartUp,Templates**

Free Business Proposal Letter Sample

Free Business Proposal Letter Sample
Proposal Letter Tips and Tricks
Business Proposal Letter Example

If you're looking for a free business proposal letter sample—look no further! Here are some tips and trips and example of a free business proposal letter you can tailor to fit your specific needs. Business proposal letters are written as a cover letter to accompany an actual business proposal. Such letters serve as an introduction to the actual proposal. Business proposal letters should be strongly written since this is an indicator of the overall quality of your pitch.

Tips and Tricks:

- Do your research
- Outline what you can do for this company
- Outline what sets you apart from other companies
- Follow up with a phone call

YOUR CONTACT INFORMATION
(ADDRESS/PHONE NUMBER/E-MAIL ADDRESS)

RECIPIENT'S CONTACT INFORMATION
(ADDRESS/PHONE NUMBER/E-MAIL ADDRESS)

DATE

Dear Mr. or Mrs. _____,

Are you interested in cutting the costs of your company by 50 percent? (OR USE ANOTHER APPLICABLE FACT THAT WOULD GRAB THE RECIPIENT'S ATTENTION) Our product has done just that for several companies and we can do the same thing for you! Our proven track record speaks for itself. (ADD IN ANY OTHER FACTS THAT HELP SELL YOUR PRODUCT).

We promise to review your current system and determine how it can be improved. We will then give you advice on how to improve your overall processes. We have helped companies cut down on printing and stationary costs, etc. (LIST RELEVANT SPECIFICS). Our product can help save you time, money and headaches!

The enclosed proposal shows what we can do to help you along the way. The business proposal includes details of what we have done to help many clients. You will also find examples of the work we have done for other companies similar to yours.

I will call you soon to discuss the possibility of us working together. I am confident we can come up with a plan that will save you money.

Sincerely,

YOUR NAME

This free business proposal letter sample can guide you when selling your product and putting together an important proposal.

Modern Business Associates is an HR company that focuses on payroll and HR outsourcing. We routinely work with client on a variety of business proposal-related topics. As a Professional Payroll and HR outsource organization, our clients rely on us to help them effectively deal with these kinds of topics.