To

[The Recipient]  
[Business Name]  
[Address]

This is with reference to our meeting held on (date) regarding our possible partnership for the XYZ project. As discussed in the meeting, we would like to work with you for the successful and timely completion of the mentioned project. Our partnership would be mutually beneficial for our companies. It would also pave the way for future collaborations.

Please find attached our formal business proposal. The document suggests that our company would offer the labor as well as the tools and machinery required for the physical work required for the project. Our efficient and experienced team will complete the job 60% faster as compared to our competitors.

We promise to finish the project by (date). In return, we expect a 35% share with you in the overall profit. However, in case the project fails to achieve its target profit within a period of 15 months, your company would compensate for the wages of the labor as well as pay for the use of our machinery at a rate of (amount) per hour. We assure you that our rates are more reasonable than the other agencies.

Please let us know if you wish to discuss the proposal again. We would be glad to arrange another meeting. However, if you are satisfied with the attached proposal plan, kindly sign the partnership agreement and return it to us at the earliest.

We look forward to working with you.

[Your Name]  
[Business Name]  
[Address]

[Date]