**Business Letter**

**Shulanbay Botabek**  
Customer Service Manager  
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September 19, 2019

**Kuanysh Shonbay**  
Business trainer  
Shonbay Company  
c.Almaty,85 Kabanbay batyra

**Dear Mr. Kuanysh:**

We are a twelve-year-old company established with a mission of helping organizations in following a system to locate and fix problems in all the business areas. We are also happy to remind you that the initial setup of your organization was done by us. Our mission is to help many such organizations with great potential in contributing to the nation's economy.

We would like to submit an interesting business proposal to you wherein you will be able to cut down the expenses of your company by 25 percent. We have successfully done this for our past customers and would like to spread this message across our potential clients. I believe with our experience, we can soon be able to achieve major success for ourselves and our country.

We will review the entire current system that your organization follows and find out the loopholes. A plan will then be devised with additional inputs from you. Training for a few hours for a week will be provided to your employees on how to implement the plan. We can immediately bring down printing, and stationery expenses while the training is going on. Our service includes transferring all the paper work into an electronic medium. This will save both paper and money.

The enclosed proposal outlines the things that we will do to help you in this process. The proposal has detail guidelines of the work that we do for our clients. We have even enclosed the successful projects that we have completed in the past years for your perusal.

I will give you a call once you go through this proposal. I hope we can work together, which will be mutually beneficial to both of us. Recently, we have started offering bonus points to our clients. If you want to avail it, call us with a week's time from the receipt of this letter.

Yours sincerely,

**Shulanbay Botabek**