Formal Business Letter

Company Name  
123 Business St.  
City, Country  
Date: March 12, 2025

To: John Doe  
XYZ Corporation  
456 Corporate Blvd.  
City, Country

# Subject: Proposal for Collaboration

Dear Mr. Doe,

We are pleased to present this proposal for a potential collaboration between our companies. Over the years, we have built a strong reputation for delivering high-quality solutions, and we believe a partnership with XYZ Corporation will be mutually beneficial.

Our key areas of expertise include:  
• Software development and system integration.  
• Artificial intelligence and machine learning solutions.  
• Business automation and cloud services.

We have analyzed the market trends and recognize the synergy between our organizations. To ensure a smooth partnership, we propose the following initial steps:  
1. A preliminary meeting to discuss the key objectives.  
2. A review of mutual business goals and expected outcomes.  
3. A pilot project to evaluate our collaboration capabilities.

We look forward to your response and hope to schedule a meeting at your earliest convenience.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]