

Business Letter Content

Address:

Silicon Store
1050 Bay area
Acacia LA 194031

Silicon Store(for Salutation):

Peter

Letter body:

Thank you again for taking the time to meet with me and share information about Silicon Store. It was great to learn some history about the organization and understand your vision for growth over the next several years. All of us at Business Consultants are excited about our partnership and look forward to sharing our recommendations.

To confirm, the initial findings of our research meeting show:

Data:

Total current sales are \$91,300 divided into the following categories:

- *Office Supplies: \$70,000*
- *Office equipment: \$20,000*
- *Technology Classes: \$1,000*
- *Printing: \$300*

Partnership goals:

- 10% growth per year in each category for the next 5 years
- Launch plan for Silicon Store webstore
- Webstore marketing plan

We'd like to schedule a follow-up meeting to present an initial consulting partnership proposal based on this information and our findings Please provide some dates and times that will work for you and your team.

Regards,
Your Name