

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Proposal to Provide Services

Dear :

Warm and Yummy Bakery is one of the premier bakeries in the metro area. I understand that with the influx of businesses that have opened within the vicinity and the renovations to the area, your business that tripled. I would like to propose that my company, Bake! Inc. become your bakery provider. We specialize in providing everything you need to be the best bakery in town. We offer the finest quality agreements and the most up-to-date equipment. We understand that with your growth, you will need another company to help with your production.

Please contact me to discuss the wonderful options available.

Sincerely,

N A M E