From,

Mr Paul,

Human Resource officer,

ICUC bank ltd

To,

Mrs. Allen,

Principal,

City Business school

Dear Mrs Allen,

I, Mr Paul, am writing this letter to propose you the placement deal from our banking firm. Your business school has been one of the reputed one in the city and hence we are intending to build this deal. The dark days of recession have not started seeing the light of resurgence and we are facing a crunch in the staff. This has resulted in the need for getting more and more business knowing individuals into the banking firm on a regular basis. Our bank is on an expanding mode and now the bank is going to need the new recruitment to be done on a regular basis.

This proposal is to enter into a recruitment deal for a period of five years. The term and conditions of the deal shall be discussed in person. The only intent to write this proposal letter is to make clear our thoughts regarding the deal.

Yours faithfully,

Mr Paul