From,

Mr. Pouch

To,

Ms. Stella,

Manager,

Construction department,

Victor construction

Dear Ms Stella,

I, Mr. Pouch, am writing this letter as a proposal to provide construction materials to your construction company. The construction material firm, which we handle, may be new to the construction world; but I can assure you the best of the service which the construction company of yours would have always desired of. The materials which we provide for the construction purpose is of the finest quality and there is no scope of compromise in the material quality.

Moreover, the rate at which you would be made available of this fine quality construction material is among the most competent rates in the market. The combination of the quality of the construction material which we provide and the rate at which it is being made available is a rare offer and I hope your construction company shall grab this proposal. Hoping for a healthy business relationship coming soon in the future,

Yours truly,

Mr Pouch.