



Letterhead →



Date → March 26, 2013

Trenz Pruca
President
Square Corp
4321 First Street
New York, NY 10001

← **Recipient Address**

RE: Strategic Alliance

← **Reference Line**

Dear Trenz:

← **Salutation**

Thank you for taking the time to sit down and speak with me about a potential strategic alliance. Circle Corp and Square Corp have been bitter rivals over the years. However, as you agreed during our meeting, there are many opportunities for our two firms to work together. I strongly believe my firm can help Square Corp grow by leaps and bounds.

Body ↗

As promised, I have attached a business plan that outlines how our strategic alliance would work. Please look over the details and give me a call at (555) 123-4567. I look forward to hearing from you.

Sincerely yours,

← **Closure**

U.N. Owen
President

← **Signature and Title**

Enclosure: Strategic Alliance Plan

← **Enclosure**

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