

October 12, 20xx

Hunter James  
CEO  
RoseRock Health Club  
924 S. 45<sup>th</sup> East Avenue  
Tulsa, OK 74015

Dear Mr. James,

RoseRock Health Club is one of the premier fitness facilities in Tulsa. I should know; I am one of your most enthusiastic members.

I am also an entrepreneur, like you. I own the Elaganz Salon and Spa five miles away from the health club, where we have a thriving clientele of men and women who come to us for hair styling, manicures and pedicures, massages, and facials. We have outgrown our current location and I have recently been shopping for new opportunities.

I created this proposal to describe a business proposition that is to our mutual benefit. I am aware that the RoseRock Health Club has unused space on the second floor. I believe that space is the perfect size for a new Elaganz Salon and Spa. We share the same customer base, and adding a spa to your facility would increase business for both of us.

I created this proposal to describe a business proposition that is to our mutual benefit. I am aware that the RoseRock Health Club has unused space on the second floor. I believe that space is the perfect size for a new Elaganz Salon and Spa. We share the same customer base, and adding a spa to your facility would increase business for both of us.

Please review the enclosed materials, and then let's schedule a meeting to discuss this wonderful opportunity.

I will speak to you soon.

Sincerely,

Charleese Elaganz  
Owner  
Elaganz Salon and Spa  
555-555-5555  
Char@ElaganzSalon.com  
www.ElaganzSalon.com