

October 12, 20xx

Hunter James
CEO
RoseRock Health Club
924 S. 45th 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.

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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