

# Example of Simple Business Letter

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## Heading

Book Haven

321 Literary Ln.

Readers' City, TX 67890

Email: [contact@bookhaven.com](mailto:contact@bookhaven.com)

Phone: 777-777-7777

## Date

March 19, 2024

## Recipient

Mr. Mark Thompson

Community Library

234 Reading Rd.

Education City, TX 89012

## Salutation

Dear Mr. Thompson,

## Body

I hope this letter finds you well. I am writing to propose a partnership between Book Haven and the Community Library to host a monthly book club meeting for the residents of Education City. Our idea is to foster a love for reading and build a stronger community through shared discussions on various literary works.

Book Haven can provide a selection of books at a discounted rate for the book club members, along with a cozy space for the meetings. We believe this initiative will not

only encourage reading but also support local businesses and libraries by increasing foot traffic and community engagement.

We are open to discussing this proposal further and tailoring it to suit the needs of the Community Library and its patrons. Please let us know if you would be interested in exploring this opportunity together.

**Complimentary Close**

Warm regards,

**Signature**

[Your Signature]

Alex Johnson

Owner

Book Haven