

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company/Organization]. We are [briefly describe your company/organization and its mission].

We are reaching out to explore a potential partnership with [Recipient Company/Organization]. We believe that a collaboration could [mention potential benefits of the partnership and how it aligns with both organizations' goals].

I would love the opportunity to discuss this proposal further and explore how we can work together. Please let me know a convenient time for you to meet or if you would prefer a call.

Thank you for considering this partnership opportunity. I look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]