

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to propose a partnership between [Your Company Name] and [Recipient Company Name]. We believe that collaborating can bring mutual benefits and enhance our capabilities in [specific area or industry].

At [Your Company Name], we specialize in [brief description of your company's services/products], and we see a strong alignment with [Recipient Company Name]'s work in [describe recipient's services/products].

We would love the opportunity to discuss this potential partnership in more detail and explore how we can work together effectively. Please let me know a convenient time for you to meet or have a call.

Thank you for considering this opportunity. I look forward to hearing from you soon.

Best regards,

[Your Name]  
[Your Title]  
[Your Company Name]