

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name]. We specialize in [brief description of your business and its services/products].

I am reaching out to explore the possibility of establishing a business partnership between [Your Company Name] and [Recipient Company Name]. I believe that our two companies share a mutual interest in [specific area of interest or industry], and a collaboration could potentially yield significant benefits for both parties.

We propose [briefly outline the idea of the partnership and its potential advantages]. I am confident that our combined resources and expertise would allow us to [mention potential outcomes, such as increased sales, expanded market reach, etc.].

I would welcome the opportunity to discuss this proposal further and explore how we can work together. Please let me know a suitable time for us to connect, whether through a call or an in-person meeting.

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

Best regards,

[Your Name]
[Your Position]
[Your Company Name]