

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

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

Dear [Recipient's Name],

Subject: Partnership Agreement Proposal

I hope this letter finds you well. We are excited to propose a partnership between [Your Company Name] and [Recipient's Company Name].

[Briefly explain the purpose and benefits of the partnership.]

Attached, you will find a draft of the partnership agreement for your review. Key points include:

1. [Key Point 1]
2. [Key Point 2]
3. [Key Point 3]

We believe that this partnership will be mutually beneficial and can lead to [mention any potential outcomes or goals].

Please review the attached document, and let us know if you have any questions or would like to discuss further. We look forward to your response.

Thank you for considering this proposal.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]