

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Inquiry Regarding Potential Business Partnership

I hope this letter finds you well.

I am writing to express our interest in exploring a potential partnership between [Your Company Name] and [Recipient's Company Name]. As a leader in [your industry/field], we believe that a collaboration could be mutually beneficial and lead to innovative solutions for our clients.

We are particularly interested in [specific area of partnership, e.g., joint marketing efforts, product development, etc.], and would appreciate the opportunity to discuss how our companies can work together to achieve common goals.

Please let us know your availability for a meeting in the coming weeks.

We are eager to explore synergies between our businesses and to learn more about your objectives and vision.

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

Warm regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]