

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Partnership Proposal

We are reaching out to propose a potential partnership between [Your Company Name] and [Recipient Company Name]. Given our mutual interests and strengths, we believe that a collaboration could significantly benefit both parties, enhancing our offerings and expanding our market reach.

[Briefly explain the purpose of the partnership, potential benefits, and why the recipient company would be a good fit.]

We would appreciate the opportunity to discuss this proposal further and explore how we can work together effectively. Please let us know a convenient time for you to meet or schedule a call.

Thank you for considering this partnership. We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]