

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

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

Dear [Recipient's Name],

Subject: Partnership Proposal

I hope this letter finds you well. I am writing to propose a potential partnership between [Your Company] and [Recipient's Company].

[Introduce your company briefly and its relevance to the proposed partnership.]

We believe that by collaborating, we can [mention the specific goals and benefits of the partnership].

[Detail the proposed partnership structure, objectives, and mutual benefits.]

We would love the opportunity to discuss this proposal in more detail. Please let me know a convenient time for you, and I will be happy to arrange a meeting.

Thank you for considering this opportunity.

Sincerely,

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