

[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],

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

I am reaching out to explore the possibility of a business partnership between [Your Company Name] and [Recipient's Company Name]. I believe that our complementary strengths could lead to mutually beneficial opportunities.

[Include a brief overview of your partnership proposal, highlighting potential benefits and synergies between the two businesses.]

I would love to schedule a meeting at your convenience to discuss this further. Please let me know a suitable time for you, or feel free to propose an alternate date.

Thank you for considering this opportunity. I look forward to the possibility of working together.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Website (if applicable)]