

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

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company]. We are [brief description of your company], and we are interested in exploring a potential partnership with [Recipient Company].

[Paragraph detailing the reason for the partnership proposal, including benefits for both parties.]

We believe that by collaborating, we can [explain how the partnership will mutually benefit both companies].

We would love the opportunity to discuss this further and explore how we can work together effectively. Please let me know a convenient time for you to meet or speak over the phone.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]