

[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],

Subject: Proposal for Business Partnership

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

[Insert paragraph detailing the purpose of the partnership, benefits for both parties, and any relevant background information.]

We believe that a partnership could enhance our capabilities and drive mutual growth. [Mention any specific ideas or projects you have in mind]. I would appreciate the opportunity to further discuss this proposal and explore how we can collaborate effectively. Please let me know a suitable time for us to meet or connect.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]