

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

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

Dear [Partner's Name],

Subject: Proposal for Joint Business Partnership

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

[Briefly describe the purpose of the partnership and the benefits it could bring to both parties. Highlight any shared goals or values.]

To move forward, I suggest we schedule a meeting to discuss this opportunity in detail. Please let me know your availability, and I will do my best to accommodate.

Thank you for considering this proposal. I look forward to the possibility of collaborating with you.

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]
[Phone Number]
[Email Address]