

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

Dear [Recipient Name],

Subject: Partnership Agreement Proposal

I hope this letter finds you well. I am writing to propose a partnership between [Your Company Name] and [Recipient Company Name]. We believe that a collaboration could bring significant benefits to both organizations due to our complementary strengths.

[Briefly outline your company and its strengths, along with specific areas of interest for the partnership.]

We envision a partnership that includes:

1. [Detail Area of Collaboration 1]
2. [Detail Area of Collaboration 2]
3. [Detail Area of Collaboration 3]

We would like to schedule a meeting at your earliest convenience to discuss this proposal further and to explore potential collaboration opportunities. Please let us know your availability for a meeting, either in person or virtually.

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

Sincerely,

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