

[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: Partnership Loan Proposal

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name]. We are seeking a partnership opportunity with [Recipient's Company Name] to explore a loan that will enable us to [briefly explain the purpose of the loan, e.g., expand operations, launch a new product, etc.].

In this proposal, we have outlined the following key points:

1. **Purpose of the Loan**
  - Describe the business need and potential benefits.
2. **Loan Amount Requested**
  - Specify the total amount of the loan required.
3. **Proposed Terms**
  - Detail the suggested repayment terms, including interest rates and duration.
4. **Repayment Plan**
  - Provide a brief overview of how you plan to repay the loan.
5. **Benefits of Partnership**
  - Explain how the partnership can be mutually beneficial.

We believe that partnering with [Recipient's Company Name] would not only assist us in achieving our goals but also strengthen our relationship and open doors for further collaboration in the future.

I would appreciate the opportunity to discuss this proposal in detail. Please let me know if you would be available for a meeting at your earliest convenience.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

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