

[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],

I hope this letter finds you well. I am writing to propose a potential partnership between [Your Company Name] and [Partner's Company Name]. As you may know, [briefly introduce your company and its background]. We believe that collaborating with [Partner's Company Name] could lead to mutually beneficial outcomes.

The key areas where we see potential collaboration include:

1. [Area of collaboration 1]
2. [Area of collaboration 2]
3. [Area of collaboration 3]

We are particularly interested in [specific project or initiative] and believe that your expertise in [Partner's area of expertise] could significantly enhance our efforts.

I would love the opportunity to discuss this proposal further and explore how we can create a successful partnership. Please let me know a convenient time for you to meet or have a call.

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

Warm regards,

[Your Name]  
[Your Position]  
[Your Company Name]