

[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],

I hope this letter finds you well.

I am writing to propose a potential partnership between [Your Company Name] and [Recipient's Company Name]. As a leader in [Your Industry], we believe that a collaboration could bring about mutual benefits and valuable synergies.

[Briefly outline the reason for the partnership and its potential benefits.]

We would love the opportunity to discuss this proposal further and explore how we can work together to achieve our common goals. Please let us know a convenient time for you to meet or discuss this over the phone. Thank you for considering this partnership opportunity.

Sincerely,

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