

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

We are excited to announce a new partnership between [Your Company Name] and [Partner Company Name]. This collaboration aims to [briefly describe the purpose of the partnership and its benefits].

Together, we will [provide specifics on what the partnership will accomplish or improve, and how it will positively impact both companies and their clients].

We look forward to working closely with [Partner Company Name] and are confident that this partnership will yield significant results.

Thank you for your support and trust in us.

Sincerely,

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