

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

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a partnership agreement between [Your Company Name] and [Recipient Company Name]. The aim of this partnership is to [briefly outline the purpose and benefits of the partnership].

As per our discussions, I believe that aligning our resources and expertise will significantly enhance our market presence and create fruitful opportunities for both organizations. I have outlined below the key terms and conditions I propose for our partnership:

1. ****Objectives****: [Define the specific goals of the partnership]
2. ****Roles & Responsibilities****: [Outline the roles of each party]
3. ****Duration****: [Specify the duration of the partnership]
4. ****Financial Arrangements****: [Explain any financial aspects, profit sharing, etc.]
5. ****Confidentiality****: [Include any confidentiality agreements]
6. ****Dispute Resolution****: [Outline how disputes will be resolved]

I am confident that this collaboration will be mutually beneficial and will propel both our companies toward greater success. I would appreciate the opportunity to discuss this proposal further and address any questions you may have.

Please let me know your availability for a meeting at your earliest convenience. I look forward to your positive response.

Thank you for considering this partnership opportunity.

Warm regards,

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