

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Your Company]. We are a [brief description of your company and its services/products].

I am reaching out to propose a mutually beneficial business partnership between [Your Company] and [Recipient Company]. Given our respective strengths in [mention key strengths or areas of expertise], I believe that a collaboration could lead to [mention potential benefits, such as increased market reach, shared resources, etc.].

We are particularly interested in exploring [specific area of collaboration], which I believe aligns well with your company's goals of [mention recipient company's goals or interests].

I would love the opportunity to discuss this proposal further and explore how our companies can work together. Could we schedule a meeting in the coming weeks to discuss this in more detail?

Thank you for considering this proposal. I look forward to the possibility of collaborating with [Recipient Company].

Warm regards,

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