

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

[Partner's Name]  
[Partner's Title]  
[Partner's Company Name]  
[Partner's Company Address]  
[City, State, Zip Code]

Dear [Partner's Name],

Subject: Partnership Proposal

I hope this letter finds you well. We at [Your Company Name] have been following the remarkable work your team has done at [Partner's Company Name], and we believe there is a significant opportunity for our organizations to collaborate for mutual benefit.

We propose establishing a formal partnership that leverages each of our strengths in [briefly mention the areas of expertise or interest]. This partnership could include [mention specific initiatives, projects, or areas of collaboration].

We believe that this collaboration could result in [mention potential benefits, such as increased market reach, enhanced product offerings, etc.]. We are keen to discuss this opportunity further and explore how we can work together to achieve our shared goals.

Please let us know a convenient time for you to meet and discuss this proposal. We 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]  
[Your Company Website]