

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[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] and [Recipient's Company]. We believe that a collaboration could be mutually beneficial, allowing us to combine our strengths and resources to achieve common goals.

[Briefly describe your company and its strengths.]

[Explain the benefits of the partnership and how it aligns with the recipient's company goals.]

We would be thrilled to explore this opportunity further and discuss how we can work together to create value for both our organizations.

Please let me know a convenient time for us to meet or have a call to discuss this potential partnership.

Thank you for considering this opportunity. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]