

[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 introduce you to [Your Company Name], an eCommerce business specializing in [brief description of products/services].

At [Your Company Name], we are committed to [brief mention of company values or mission]. We believe that our [specific product/service offerings] can benefit your business by [mention potential benefits].

I would love the opportunity to discuss potential collaboration or partnership arrangements that could be mutually beneficial. Please let me know a convenient time for you to have a conversation, or feel free to reach out via email/call at [your contact information].

Thank you for your time, and I look forward to the possibility of working together.

Warm regards,

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