

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a partnership between [Your Company] and [Recipient Company] that I believe will be mutually beneficial.

[Introduce your company briefly and outline the purpose of the proposal. Explain how the partnership can meet the needs of the recipient company and offer specific benefits.]

Our proposed collaboration includes:

1. [Benefit/Proposal #1]
2. [Benefit/Proposal #2]
3. [Benefit/Proposal #3]

We believe that with our combined strengths, we can achieve [specific goals or outcomes]. I would love the opportunity to discuss this proposal further and explore how we can work together effectively.

Please let me know a convenient time for you to meet or have a call.

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

Sincerely,

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