

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Partnership Inquiry

I hope this message finds you well. My name is [Your Name], and I am [Your Position/Role] at [Your Company]. We are exploring potential partnership opportunities with organizations that share our goals and values, particularly in the areas of [briefly specify areas of interest]. We believe that a collaboration could be mutually beneficial, as it would allow us to [mention potential advantages of the partnership].

I would love the opportunity to discuss this further and explore how we can work together. Please let me know a convenient time for us to connect, or if you prefer, I can send more information about our company and our vision for the partnership.

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

Warm regards,

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