

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, ZIP Code]
Subject: Demand for Partnership Agreement

Dear [Recipient's Name],
I hope this message finds you well. I am writing to formally express our intent to establish a business partnership between [Your Company Name] and [Recipient's Company Name].

We believe that a partnership would be mutually beneficial, leveraging both of our strengths to enhance our market presence and drive growth. Our preliminary discussions have indicated a great potential for collaboration in areas such as [briefly outline the areas of collaboration].

To move forward, we require a signed partnership agreement that outlines the terms and conditions of our collaboration, including [list key elements such as profit sharing, responsibilities, duration, etc.]. We kindly request your prompt attention to this matter. Please respond to this letter by [specific date] to facilitate the preparation of the partnership agreement.

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

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]