

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Partner's Name]
[Partner's Title]
[Partner's Organization]
[Partner's Address]
[City, State, Zip Code]

Dear [Partner's Name],

Subject: Partnership Proposal

I hope this letter finds you well. I am writing to propose a partnership between [Your Organization] and [Partner's Organization]. Our mutual goals align closely, and I believe that collaborating will yield significant benefits for both parties.

[Briefly outline the reason for the partnership and its potential benefits.]

We propose to [describe the specific actions you envision in the partnership], which will [explain the expected outcome or impact].

We are eager to discuss this partnership further and explore ways we can work together effectively. Please let me know your availability for a meeting to discuss this exciting opportunity.

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

Best regards,

[Your Name]
[Your Title]
[Your Organization]