

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company]. We specialize in [brief description of your company's products/services/mission].

I am reaching out to introduce [Your Company] and explore potential synergies between our organizations. We have been following the impressive work of [HQ Company Name], especially [mention any specific achievements or projects of the HQ company], and I believe there could be an opportunity for collaboration that benefits both parties.

At [Your Company], we pride ourselves on [mention any unique value propositions or core values]. I would love the opportunity to discuss how we can work together and create value within [specific context/industry]. Please let me know a convenient time for a brief call or meeting. I look forward to the possibility of collaborating with [HQ Company Name].

Thank you for your time, and I hope to connect soon.

Warm regards,

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