

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

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

Dear [Recipient Name],

Subject: Partnership Proposal

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Company Name]. We have been following the impressive work that [Recipient Company Name] has been doing in the [Industry/Field] and believe that a partnership between our organizations could lead to mutually beneficial outcomes.

We are particularly impressed by [specific aspect of Recipient Company's work/achievement], and we feel that our expertise in [Your Company's area of expertise or offering] aligns well with your goals.

We propose to explore a partnership that would involve [briefly outline the scope of the partnership, e.g., joint projects, resource sharing, co-branding opportunities]. We believe that by combining our strengths, we can [mention the potential benefits, e.g., enhance product offerings, reach new customers, drive innovation].

I would love the opportunity to discuss this proposal further and explore how we can work together to achieve our common goals. Please let me know a convenient time for you to meet, either virtually or in person.

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

Warm regards,

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