

[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],

I hope this letter finds you well. I am writing to propose a partnership between [Your Company Name] and [Recipient Company Name].

We believe that a collaboration could yield significant benefits for both our organizations. [Briefly describe the mutual benefits and objectives of the partnership].

We would love the opportunity to discuss this proposition further and explore ways we can work together effectively. Please let us know your availability for a meeting or a call at your convenience.

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

Warm regards,

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