

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

Dear [Partner's Name],

Subject: Proposal for Partnership

I hope this letter finds you well. I am writing to propose a potential partnership between [Your Company] and [Partner's Company]. As leaders in our respective fields, I believe that a collaboration could yield significant benefits for both parties.

[Briefly outline the purpose of the partnership and the mutual benefits you envision].

To discuss this further, I would love to arrange a meeting at your convenience. Please let me know your available times, and I will do my best to accommodate.

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

Warm regards,

[Your Name]  
[Your Title]  
[Your Company]