

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to propose a potential partnership between [Your Company Name] and [Recipient's Company Name].

At [Your Company Name], we specialize in [briefly describe your business and its strengths]. We believe that a collaboration between our two companies could be mutually beneficial, as we share common goals in [mention shared interests or objectives].

We would love the opportunity to discuss this partnership further and explore how we can work together to achieve [specific goals or outcomes of the partnership].

Please let me know a convenient time for you to connect, either via a call or an in-person meeting. I look forward to the possibility of collaborating with you.

Thank you for considering this invitation.

Warm regards,

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