

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

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

Dear [Recipient Name],

I am writing to propose a business partnership between [Your Company] and [Recipient Company], focusing on the joint objectives that can enhance our operations and profitability.

As you may know, [Your Company] specializes in [briefly describe your company's services/products], and we believe that a partnership with [Recipient Company] could lead to mutually beneficial outcomes. We envision collaborating on [briefly outline potential collaboration areas] to leverage our strengths in the market.

We would love the opportunity to discuss this proposal in detail and explore how we can work together. Please let us know your availability for a meeting or call.

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

Best regards,

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