

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

Dear [Recipient's Name],

I hope this letter finds you well.

We are excited to propose a partnership with [Recipient's Company] that we believe could be mutually beneficial. At [Your Company], we have been dedicated to [briefly describe your business and its goals]. We see a great alignment between our businesses, particularly in [mention specific area of synergy].

We believe that by collaborating, we can [describe potential benefits of the partnership, such as increased market reach, shared resources, etc.]. We are confident that our combined strengths will lead to innovative solutions and enhanced outcomes for both parties.

We would love the opportunity to discuss this proposal further and explore how we can work together effectively. Please let us know a convenient time for you to meet or a call.

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

Best regards,

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