

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

Dear [Partner's Name],

I am writing to propose a potential partnership between [Your Company] and [Partner's Company]. Given our mutual interests in [specific industry or market], I believe that collaborating could yield significant benefits for both parties.

[Briefly describe your company's background and expertise, and how it aligns with the partner's business.]

We envision a partnership that focuses on [specific goals or projects]. This collaboration could enhance our ability to [mention specific outcomes or advantages], while also providing [Partner's Company] with [mention benefits for the partner].

I would appreciate the opportunity to discuss this proposal further and explore how we can work together to achieve our common goals. Please let me know a convenient time for you, and I would be happy to arrange a meeting.

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

Warm regards,

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