

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

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

Dear [Recipient's Name],

I am writing to express my interest in establishing a business partnership between [Your Company Name] and [Recipient's Company Name]. As both of our companies share a commitment to [briefly mention common goals, values, or interests], I believe a collaboration could yield significant benefits for both parties.

[In this paragraph, provide a brief overview of your company, its mission, and what you do. Highlight any relevant experience or success in your industry that would appeal to the recipient.]

I propose that we explore the potential for a partnership that includes [describe potential partnership opportunities or specific areas of collaboration]. I am confident that by combining our resources and expertise, we can achieve [mention specific goals or outcomes of the partnership].

I would welcome the opportunity to discuss this further and explore how we can align our efforts for mutual success. Please let me know a convenient time for us to meet or have a call.

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

Sincerely,

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