

[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],

Subject: Proposal for Business Partnership

I am writing to propose a potential partnership between [Your Company Name] and [Recipient's Company Name]. We believe that a collaboration could be mutually beneficial and help achieve our respective business goals.

[Provide a brief overview of your company and its objectives.]

[Describe the potential benefits of the partnership and how it aligns with the recipient's goals.]

[Outline key components of the proposed partnership, including responsibilities, contributions, and any expected outcomes.]

We would appreciate the opportunity to discuss this proposal in further detail. Please let me know a convenient time for you to meet or have a call.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]