

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

Dear [Recipient Name],

Subject: Partnership Proposal

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] of [Your Company]. We specialize in [brief description of your company and services/products].

I am reaching out to propose a potential partnership between [Your Company] and [Recipient Company]. Given our shared commitment to [mention common goals or values], I believe that a collaboration could yield mutually beneficial results.

Our proposal includes [brief overview of what the partnership would entail, such as joint marketing efforts, co-hosted events, etc.]. We foresee that this partnership could help both parties enhance our offerings and reach a wider audience.

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

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

Warm regards,

[Your Name]
[Your Title]
[Your Company]
[Your Signature (if sending a hard copy)]