

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a mutually beneficial business partnership between [Your Company] and [Recipient Company].

[In this paragraph, briefly introduce your company, its mission, and the services/products it offers. Explain why you are reaching out and express your interest in collaborating with their company.]

Our proposed collaboration involves [briefly outline the key points of your proposal, including the benefits to both parties].

We believe that by leveraging our combined strengths, we can achieve [describe the potential outcomes or goals].

I would be delighted to discuss this proposal further and explore how we can work together. Please let me know a suitable time for us to meet or speak over the phone.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]