

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

Dear [Recipient Name],

Subject: Partnership Proposal

I hope this letter finds you well. I am writing to propose a partnership between [Your Company/Organization Name] and [Recipient Company/Organization Name]. With a shared vision for [briefly describe common goals or interests], I believe we can achieve significant mutual benefits.

[In this paragraph, describe your organization, its mission, and relevant achievements or expertise that align with the recipient's organization.] Our proposal involves [briefly outline the key components of the proposed partnership, including any specific projects, initiatives, or areas of collaboration]. We believe that by working together, we can [explain the expected outcomes or advantages of the partnership].

We would appreciate the opportunity to discuss this proposal in more detail and explore how we can align our resources for maximum impact. Please let us know your availability for a meeting in the coming weeks. Thank you for considering this partnership opportunity. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]