

[Your Company Letterhead]

[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],

Subject: OEM Agreement Proposal

1. ****Introduction****

Briefly introduce your company and its purpose for writing the letter.

2. ****Proposal Overview****

Clearly outline the OEM partnership opportunity and its relevance.

3. ****Benefits of Collaboration****

List the mutual benefits for both companies involved in the OEM agreement.

4. ****Product/Service Details****

Provide a detailed description of the product or service being proposed for OEM.

5. ****Terms and Conditions****

Specify any preliminary terms and conditions for the OEM agreement.

6. ****Next Steps****

Suggest a meeting or call to discuss the proposal further.

7. ****Conclusion****

Reiterate enthusiasm for the potential partnership and thank the recipient for their consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]