

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

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

Dear [Recipient Name],

Subject: Establishment of [Business Name/Project]

I hope this letter finds you well. I am writing to formally announce the establishment of [Your Company Name/Project] which will focus on [briefly describe the purpose or service/product].

[Include additional information about the business, such as its vision, mission, and goals.]

We are excited about the opportunities this venture will bring and are eager to collaborate with partners like you. We believe that together we can [mention any potential benefits of collaboration].

Please feel free to reach out for any further information or discussions.

We look forward to your positive response.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company Name]