

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

[Partner's Name]  
[Partner's Title]  
[Partner's Company Name]  
[Partner's Company Address]  
[City, State, Zip Code]

Dear [Partner's Name],

Subject: Proposal for Business Partnership

I hope this letter finds you well.

I am writing to propose a formal partnership between [Your Company Name] and [Partner's Company Name]. Our organizations share common goals and values, and I believe that by working together, we can achieve greater success in [specific area or project].

[Briefly describe the purpose of the partnership, the benefits for both parties, and any initial ideas or proposals.]

I suggest that we meet to discuss this proposal in detail and explore how we can collaborate effectively. Please let me know your availability in the coming weeks.

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

Warm regards,

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