

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: [Subject of the Letter]  
[Opening paragraph: Introduction and purpose of the letter.]  
[Second paragraph: Details about the partnership, benefits, and any relevant information.]  
[Third paragraph: Call to action or next steps.]  
Thank you for considering this opportunity. I look forward to your response.  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]