

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Proposal for Partnership

I hope this letter finds you well. I am [Your Name], the [Your Position] at [Your Company's Name]. We have been following your company's progress in [mention relevant industry/sector] and are impressed by [specific achievements or qualities of the recipient's company].

With a shared vision for [specific goals or values], I would like to propose a partnership that can leverage our respective strengths to achieve mutual benefits.

[Briefly outline the purpose of the partnership and potential benefits for both parties.]

I believe that by collaborating, we can [describe specific objectives and projects you could work on together].

I would welcome the opportunity to discuss this proposal further and explore how we can work together. Please let me know your availability for a meeting at your earliest convenience.

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

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company's Name]

[Your Company's Website (if applicable)]