

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to explore a potential partnership between [Your Company Name] and [Recipient's Company Name]. Given our aligned goals and complementary strengths, I believe that collaborating could lead to significant mutual benefits.

At [Your Company Name], we specialize in [briefly describe your services/products]. I am particularly impressed by [mention something specific about the recipient's company] and feel that a partnership could enhance our offerings and expand our reach in the market.

I would like to propose a meeting to discuss this opportunity further. Please let me know your availability in the coming weeks, and we can arrange a time that works for both of us.

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

Warm regards,

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