

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

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

Dear [Partner's Name],

I hope this letter finds you well. I am writing to formally propose a partnership opportunity between [Your Company Name] and [Partner's Company Name].

[Brief overview of your company and its operations, highlighting relevant experience and offerings.]

We believe that by collaborating, we can [mention specific goals or projects that the partnership can achieve]. This partnership will leverage our combined strengths, enabling us to [outline benefits for both parties].

To discuss this further, I would love to schedule a meeting at your convenience. Please let me know your available times, and I will do my best to accommodate.

Thank you for considering this partnership opportunity. I look forward to the possibility of working together.

Warm regards,

[Your Name]
[Your Position]
[Your Company Name]