

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

Dear [Recipient's Name],

I hope this letter finds you well.

[Introduction: Briefly introduce yourself and your company, and state the purpose of the letter regarding the proposed partnership.]

[Body: Discuss the potential benefits of the partnership, including how both companies can collaborate effectively and the value it can bring to each party.]

[Conclusion: Express your desire for further discussion and a meeting to explore this partnership opportunity. Include your contact information for follow-up.]

Thank you for considering this partnership opportunity.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]