

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Company/Organization]. We are [briefly describe your organization and its mission].

We believe that a partnership with [Recipient Company/Organization] could be mutually beneficial, as we share similar values and goals. [Briefly outline the purpose of the partnership and its potential benefits].

We would be thrilled to explore this opportunity further and discuss how we can collaborate effectively. I propose setting up a meeting at your convenience to talk about our ideas in more detail.

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

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Enclosure: if applicable]  
[CC: if applicable]