

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

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

Dear [Recipient's Name],

Subject: Partnership Proposal

I hope this letter finds you well. I am writing to propose a potential partnership between [Your Company] and [Recipient's Company].

[Brief introduction of your company and its mission.]

We believe that a partnership could be mutually beneficial in [briefly describe the scope and purpose of the partnership].

[Outline the benefits for both parties and any initial ideas you have for collaboration.]

We would love the opportunity to discuss this proposal further and explore how we can work together. Please let us know a convenient time for you to meet or if you would prefer a phone call.

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

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company]