

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my interest in exploring a potential partnership between [Your Company] and [Recipient's Company]. As [briefly describe your company's mission or focus], I believe that a collaboration could be mutually beneficial and enhance our respective offerings.

We have been impressed by [mention any specific work or projects of the recipient's company], and we see several areas where our combined efforts could lead to innovative solutions for our clients. I would love the opportunity to discuss this further and explore how we might work together.

If you are open to this idea, please let me know a suitable time for a meeting or a call. Thank you for considering this partnership inquiry. I look forward to your response.

Best regards,

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