

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

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

Dear [Recipient Name],

Subject: Partnership Proposal

I hope this letter finds you well. I am writing to propose a partnership between [Your Company Name] and [Recipient Company Name]. We believe that our combined efforts can lead to mutually beneficial outcomes that will enhance both our organizations.

[Include a brief introduction about your company and what you aim to achieve through the partnership.]

We envision collaborating on [specific projects, services, or initiatives] that will leverage our strengths and expertise. Our team at [Your Company Name] specializes in [describe your company's core competencies or products], while [Recipient Company Name] has an impressive track record in [describe the recipient's strengths or area of expertise].

We are excited about the possibility of working together and would love to discuss this proposal further. Please let us know a convenient time for you to meet or have a call.

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

Sincerely,

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