

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

Dear [Partner's Name],

Subject: Partnership Agreement

I hope this letter finds you well. We are excited to propose a partnership between [Your Company] and [Partner's Company] that we believe will be mutually beneficial.

Our goals for this partnership include:

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

We believe that by combining our resources and expertise, we can achieve remarkable outcomes. We would love to discuss this opportunity further and explore potential collaboration strategies.

Please let us know your availability for a meeting in the coming weeks.

Thank you for considering this partnership opportunity.

Best regards,

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