

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

Dear [Recipient Name],

Subject: Partnership Proposal Request

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Company]. We are [brief description of your company and its mission or product/service].

We are reaching out to explore the opportunity for a partnership between [Your Company] and [Recipient Company]. Given our shared interests in [mention common goals or values], we believe that by working together, we can [briefly describe mutual benefits or synergies].

We are particularly interested in [specific area of collaboration, e.g., co-marketing, product development, joint ventures], and we envision a partnership where [describe how the partnership could work].

To elaborate further on this proposal, we would appreciate the opportunity to discuss our ideas with you. We propose scheduling a meeting at your convenience to explore how we might collaborate effectively.

Please let us know your available dates and times for a meeting. We look forward to the possibility of working together and creating a beneficial partnership.

Thank you for considering our proposal.

Warm regards,

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