

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

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to [state the purpose of your letter, e.g., propose a partnership, discuss a business opportunity, etc.]. At [Your Business Name], we specialize in [briefly describe your business and its offerings].

We believe that a collaboration with [Recipient Company Name] could be mutually beneficial, and I would like to discuss the potential for us to [specific idea or proposal].

Please feel free to reach out to me at [your phone number] or [your email address] to schedule a convenient time for us to meet or have a call.

Thank you for considering this opportunity. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Business Name]