

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

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

Dear [Recipient's Name],

Subject: Inquiry About Potential Business Partnership

I hope this letter finds you well. My name is [Your Name], and I am [your position] at [Your Company Name]. We specialize in [brief description of your company and its offerings].

We are currently exploring opportunities for strategic partnerships in the [specific industry/market] and believe that a collaboration with [Recipient's Company Name] could be mutually beneficial. We admire [specific aspects of their company or recent achievements] and see great potential in combining our strengths.

We would love the opportunity to discuss this further and explore how we can work together. Please let us know a convenient time for you to meet or if you prefer a phone or video conference.

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

Warm regards,

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