

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Company/Organization Name]. We are [brief description of your company/organization and its mission]. I am writing to propose a partnership that could be mutually beneficial for both our organizations.

[Explain the reason for the partnership and how it aligns with both companies' goals. Include any potential benefits, collaborative opportunities, and how the partnership could create value.]

We believe that by partnering with [Recipient's Company/Organization Name], we could [provide specific examples of how the partnership could work].

I would love the opportunity to discuss this proposal further and explore how we can work together. Please let me know a convenient time for you to meet or have a call.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]