

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, ZIP]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, ZIP]

Dear [Recipient's Name],

I hope this message finds you well!

I am reaching out to explore a potential partnership between [Your Company] and [Recipient's Company]. We believe that our shared interests in [mention specific areas of interest] could lead to a mutually beneficial collaboration.

At [Your Company], we [briefly describe what your company does and its values]. We recognize that [Recipient's Company] is known for [mention recipient's company strengths or values], and I believe by joining forces, we can [highlight potential benefits of the partnership].

I would love the opportunity to discuss this further and explore how we can work together. Would you be available for a call or meeting in the coming weeks?

Thank you for considering this partnership, and I look forward to hearing from you soon!

Warm regards,

[Your Name]

[Your Position]

[Your Company]