

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

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for Business Partnership

I hope this letter finds you well. I am writing to propose a strategic partnership between [Your Company Name] and [Recipient Company Name].

[Briefly introduce your company and its mission.]

We believe that a partnership with [Recipient Company Name] would be mutually beneficial due to [explain the reasons for the partnership, including any shared goals, values, or resources].

We would like to discuss the following potential areas of collaboration:

1. [Area of Collaboration 1]
2. [Area of Collaboration 2]
3. [Area of Collaboration 3]

We are excited about the possibility of working together and would appreciate the opportunity to further discuss this proposal at your earliest convenience. Please let us know a suitable time for you to meet. Thank you for considering this partnership. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Website, if applicable]