

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

Dear [Partner's Name],

I am writing to propose a partnership between [Your Company] and [Partner's Company]. As leaders in our respective fields, I believe that a collaboration could be mutually beneficial and lead to significant growth for both organizations.

At [Your Company], we specialize in [briefly describe your company and its offerings]. Our mission is to [state your mission/vision]. We are impressed by [Partner's Company] and its achievements, particularly in [mention specific achievements or areas of expertise of the partner]. We envision a partnership that focuses on [describe the goals and scope of the partnership]. By combining our resources and expertise, we can [explain potential benefits and opportunities for collaboration].

I would appreciate the opportunity to discuss this proposal in more detail and explore how we can work together. Please let me know a convenient time for us 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]