

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

[Partner's Name]  
[Partner's Title]  
[Partner's Company]  
[Partner's Company Address]  
[City, State, Zip Code]

Dear [Partner's Name],

Subject: Partnership Proposal

I hope this letter finds you well. We at [Your Company] are excited to propose a partnership opportunity that we believe would be mutually beneficial.

[Briefly introduce your company and its mission, highlighting key achievements or values relevant to the proposed partnership.]

We believe that a partnership between [Your Company] and [Partner's Company] can lead to [specific benefits: increased market reach, enhanced product offerings, etc.]. Our proposal includes [briefly outline the key aspects of the partnership, such as shared goals, initiatives, and potential contributions from both parties].

We are keen to discuss how we can work together to achieve [specific objectives] and explore the various avenues for collaboration. We propose a meeting to discuss this in detail and answer any questions you may have.

Please let us know your available dates and times, and we will do our best to accommodate. Thank you for considering this partnership proposal. We look forward to your positive response.

Warm regards,

[Your Name]  
[Your Title]  
[Your Company]