

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

Dear [Recipient Name],

I am writing to propose a business collaboration between [Your Company] and [Recipient Company]. We believe that working together could yield significant benefits for both parties and create a mutually advantageous partnership.

[Briefly describe your company and its core competencies.]

We have identified [specific opportunity or area of collaboration], which aligns with [Recipient Company]'s goals and expertise. By combining our resources and capabilities, we can [explain potential outcomes/benefits].

[Provide relevant details, such as products/services offered, target audience, projected timeline, and any necessary financial information.]

We would love the opportunity to discuss this proposal further and explore how we can work together. I am available for a call or meeting at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]