

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

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

At [Your Company Name], we specialize in [briefly describe your business and services/products]. We believe that a partnership with [Recipient Company Name] could bring significant benefits to both parties, including [outline potential benefits--e.g., increased market reach, shared resources, etc.].

We envision collaborating on [specific projects or areas of mutual interest], which could enhance our respective offerings and provide greater value to our customers.

I would love the opportunity to discuss this proposal in further detail at your convenience. Please let me know a suitable time for you, and I will do my best to accommodate.

Thank you for considering this partnership opportunity. I look forward to the possibility of working together.

Warm regards,

[Your Signature (optional)]

[Your Name]

[Your Title]

[Your Company Name]