

[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],

I hope this letter finds you well. I am writing to propose a partnership between [Your Company Name] and [Recipient Company Name] to collaborate on [specific project/goal].

Our mission at [Your Company Name] is [briefly state your mission or objective]. We believe that a partnership with [Recipient Company Name] could be mutually beneficial, as it would allow us to [explain potential benefits of the partnership].

We envision working together on [specific initiatives or areas of collaboration]. Our combined expertise in [mention relevant fields/skills] could enhance our capacity to [state expected outcomes].

I would love to discuss this potential partnership further and explore how we can align our efforts. Please let me know your availability for a meeting or call in the coming weeks.

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

Warm regards,

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