

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

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

Dear [Partner's Name],

Subject: Partnership Agreement Proposal

I hope this letter finds you well.

[Introduction: Briefly introduce your company and purpose of the letter.]

We are excited to explore a potential partnership between [Your Company Name] and [Partner's Company Name]. Our objective is to [state the goals of the partnership].

[Section 1: Outline the terms of the partnership]

- [Term 1: Description]
- [Term 2: Description]
- [Term 3: Description]

[Section 2: Responsibilities of each party]

- [Your Company Responsibilities]
- [Partner Company Responsibilities]

[Section 3: Financial arrangements]

- [Detail any revenue sharing, cost coverage, etc.]

We believe that this partnership can yield significant benefits for both parties. We would like to propose a meeting to discuss this further and finalize the agreement. Please let us know your available dates and times.

Thank you for considering this proposal. We are looking forward to the opportunity to work together.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title]

[Your Company Name]