

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

Dear [Recipient Name],

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

At [Your Company], we specialize in [brief description of your company's services/products], and we believe that a collaboration with [Recipient Company] could be mutually beneficial. Together, we can [describe potential benefits of the partnership, e.g., reach a wider audience, enhance service offerings, etc.].

We are particularly interested in [specific area of collaboration], and I believe our combined expertise can create significant value. I propose that we schedule a meeting to discuss this further and explore ways to make this partnership a reality.

Please let me know your availability for a meeting, or feel free to suggest any times that work for you. I look forward to the possibility of working together and building a successful partnership.

Thank you for considering this proposal.

Best regards,

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