

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Proposal for Supply Partnership

We hope this letter finds you well. We are reaching out to propose a potential partnership between [Your Company Name] and [Supplier's Company Name].

At [Your Company Name], we are committed to [briefly describe your company's mission or values]. We believe that by collaborating with [Supplier's Company Name], we can enhance our product offerings and better serve our customers.

We are particularly interested in [specific products or services offered by the supplier], as we believe they align well with our current needs and future growth. We would appreciate the opportunity to discuss this further and explore how we can work together to achieve mutual success. Please let us know your availability for a meeting or a call at your earliest convenience. We look forward to the possibility of partnering with you.

Thank you for considering our proposal.

Best regards,

[Your Signature (optional)]

[Your Typed Name]

[Your Position]

[Your Company Name]