

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

Dear [Recipient Name],

Subject: Partnership Request

I hope this letter finds you well.

I am writing to propose a partnership opportunity between [Your Company/Organization] and [Recipient Company/Organization]. We believe that our combined efforts could lead to significant mutual benefits and facilitate [specific goals or initiatives].

[Briefly explain your organization and its mission, along with details about what you propose and how it aligns with the recipient's interests or goals.]

We would love the opportunity to discuss this potential partnership in more detail and explore ways we can collaborate effectively.

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

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company/Organization]