

[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. My name is [Your Name], and I am [Your Title] at [Your Company Name]. We specialize in [brief description of your business and services/products offered].

At [Your Company Name], our mission is to [state your business mission or value proposition]. We pride ourselves on [mention any key strengths or unique selling points].

I am reaching out to explore potential collaboration opportunities between our companies. I believe that a partnership could be mutually beneficial, especially in [specific area or project].

I would love to schedule a meeting to discuss this further at your convenience. Please let me know your availability, and I will do my best to accommodate. Thank you for considering this opportunity. I look forward to your response.

Warm regards,

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