

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

Zhang [Last Name]  
[Zhang's Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear Zhang,

I hope this letter finds you well. I am writing to propose a potential business collaboration that I believe could be mutually beneficial for both of our organizations.

[Introduction of your company and its mission]

[Brief overview of the proposed partnership or project]

[Benefits for Zhang's company and how it aligns with their goals]

[Details about your experience, expertise, or resources that support the proposal]

[Call to action: suggest a meeting or a follow-up call to discuss the proposal further]

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

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Website or Additional Contact Information]