

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Partnership Agreement

I hope this letter finds you well. I am writing to formally discuss the opportunity for a partnership between [Your Company Name] and [Recipient's Company Name].

[Provide a brief introduction of your company and the purpose of the partnership. Explain how the partnership is mutually beneficial and outline key objectives.]

To outline our proposed partnership:

1. **\*\*Scope of the Partnership\*\***: [Detail the areas of collaboration and responsibility for both parties.]
2. **\*\*Financial Arrangements\*\***: [Explain any financial commitments or profit-sharing arrangements.]
3. **\*\*Duration of the Partnership\*\***: [Specify the proposed length of the partnership and terms for renewal.]
4. **\*\*Roles and Responsibilities\*\***: [Clarify the roles of each party in the partnership.]
5. **\*\*Termination Conditions\*\***: [Outline the conditions under which the partnership may be terminated.]

We believe that a partnership between our companies could yield significant benefits, including [list specific advantages].

I would like to propose a meeting at your earliest convenience to discuss this partnership further. 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 positive response.

Sincerely,

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