

[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],

Subject: Partnership Proposal

I hope this message finds you well.

I am writing to propose a partnership between [Your Company Name] and [Recipient Company Name]. We believe that a collaboration could yield mutually beneficial outcomes, leveraging our strengths and resources.

[Brief description of your company and its mission.]

[Explanation of why the partnership would be advantageous, including potential benefits for the recipient.]

We would love to discuss this proposal further and explore how we can work together toward our shared goals. Please let us know a convenient time for a meeting or call.

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

Warm regards,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Signature (if sending a hard copy)]