

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the Potential Business Relationship (PBR) between [Your Company Name] and [Recipient's Company Name].

[Briefly explain the purpose of the PBR and its importance.]

I believe that by collaborating, we can [describe potential benefits or goals of the PBR].

I look forward to the opportunity to discuss this further. Please let me know a convenient time for us to meet or speak.

Thank you for considering this proposal.

Sincerely,

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