

[Your Name]
[Your Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Partnership

I hope this letter finds you well. I am writing to propose a partnership between [Your Company Name] and [Recipient's Company Name] that I believe will be mutually beneficial.

[Opening paragraph - Introduce your company and its mission, highlighting why a partnership is relevant.]

[Second paragraph - Outline the potential benefits of the partnership, referencing specific goals or projects that align with both companies.]

[Third paragraph - Discuss the resources, skills, or expertise your company can offer and how it complements the recipient's company.]

[Fourth paragraph - Suggest a meeting or call to discuss the proposal in detail and explore possibilities.]

Thank you for considering this proposal. I am looking forward to the opportunity to work together and would be happy to provide additional information upon request.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]

Enclosure: [If applicable, list any enclosed documents]