

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to discuss the potential for a partnership between [Your Company] and [Recipient Company]. Given our shared commitment to [common goals/values], I believe that collaborating could lead to mutually beneficial outcomes.

At [Your Company], we specialize in [briefly describe your company's expertise or main products/services]. I believe that by leveraging our strengths alongside [Recipient Company's] capabilities in [describe recipient company's expertise or strength], we could explore innovative solutions and expand our market reach.

I would love the opportunity to discuss this idea further with you.

Please let me know a time that works for you, or feel free to suggest a convenient time for a meeting.

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

Best regards,

[Your Name]  
[Your Position]  
[Your Company]