

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

Dear [Recipient's Name],

I hope this message finds you well.

I am reaching out to you via WhatsApp to discuss [briefly state the purpose, e.g., a potential collaboration, product offering, etc.].

[Provide a brief overview of your company and its value proposition, focusing on how it relates to the recipient.]

I believe that a partnership could be mutually beneficial, and I would love to explore this opportunity further.

Please let me know a convenient time for you to chat over WhatsApp, or feel free to respond to this message with any questions you may have.

Thank you for your time, and I look forward to your response.

Best regards,

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