

[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],

I hope this letter finds you well.

I am writing to propose a potential partnership between [Your Company Name] and [Recipient Company Name]. We believe that a collaboration could yield significant benefits for both parties, leveraging our respective strengths and resources to achieve shared goals.

[Briefly describe the purpose of the partnership and how it aligns with both companies' objectives.]

We envision a partnership where we [explain how the partnership could work, outlining key areas and potential roles].

We would be delighted to discuss this proposal further and explore the possibilities of working together. Please let me know a convenient time for you to meet or have a call.

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

Best regards,

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