

[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 propose a partnership between [Your Company] and [Recipient Company] in Zhengzhou.

[Insert a brief introduction about your company and its mission.]

We believe that a collaboration between our organizations could yield significant benefits, including [briefly outline potential benefits or synergies].

We would like to discuss this opportunity further and explore how we can work together effectively. Please let us know your availability for a meeting at your earliest convenience.

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

Sincerely,

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