

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Business Partnership Agreement

I hope this letter finds you well. I am writing to propose a business partnership between [Your Company Name] and [Recipient's Company Name]. We believe that a collaboration between our companies could yield significant benefits and enhance our competitive position in the market.

****Partnership Objectives****

- [Objective 1: e.g., Strengthening product offerings]
- [Objective 2: e.g., Expanding market reach]
- [Objective 3: e.g., Sharing resources and expertise]

****Proposed Terms****

1. ****Scope of Partnership:****

- Detailed description of partnership activities.

2. ****Responsibilities:****

- Outline of obligations for both parties.

3. ****Duration:****

- Proposed timeline for the partnership.

4. ****Profit Sharing:****

- Terms regarding financial arrangements.

We would appreciate the opportunity to discuss this proposal further and explore how we can work together. Please let us know your availability for a meeting, either in person or virtually.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]