

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company Name]. We specialize in [brief description of your company and its offerings].

We have been following your work in [Recipient's Field/Industry] and are impressed by [specific achievement or characteristic of the recipient's company]. We believe that there is a great opportunity for collaboration between our companies that could be mutually beneficial.

We would like to propose a partnership that involves [brief outline of the proposed partnership, including potential benefits and objectives]. We believe that by joining forces, we can achieve [specific goals or outcomes].

I would appreciate the opportunity to discuss this proposal in more detail and explore how we can work together. Please let me know a convenient time for you to meet or if you prefer a call to discuss this further.

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

Warm regards,

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