

Your Name

Your Title

Your Company Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company Name

Company Address

City, State, Zip Code

Dear [Manager's Name],

I hope this letter finds you well. I am writing to express my interest in establishing a distribution partnership between [Your Company Name] and [Recipient Company Name]. We specialize in [brief description of your products/services] and believe that our offerings would complement your store's current range.

We are committed to providing quality products and exceptional service, which aligns with the values upheld by your esteemed store. I am confident that our partnership would result in mutual benefits, expanding both our customer bases and enhancing our sales potentials.

I would appreciate the opportunity to discuss this proposal in further detail. Please let me know a convenient time for us to meet or have a phone call.

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

Sincerely,

Your Name

Your Title

Your Company Name