

# Business Partnership Proposal

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a formal partnership between [Your Company Name] and [Recipient's Company Name]. Given our aligned interests and complementary strengths, I believe that a collaboration could yield significant benefits for both our organizations.

Our company specializes in [briefly describe your company's services/products], while your expertise in [briefly describe the recipient's services/products] could create a mutually advantageous synergy. We envision a partnership that would [describe proposed collaboration].

I would welcome the opportunity to discuss this proposal in more detail and explore how we can work together effectively. Please let me know your availability for a meeting at your earliest convenience.

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

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]