

# Partnership Agreement Request

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a partnership agreement between [Your Company Name] and [Recipient Company Name]. We believe that a partnership would be mutually beneficial and align with our goals to [briefly explain purpose of partnership].

We are interested in discussing the terms of this partnership, including [list any key points you want to address, such as responsibilities, revenue sharing, etc.]. We believe that our combined efforts could lead to greater success and innovation.

Could we schedule a meeting to discuss this proposal further? I am available [suggest a few dates and times], but I am more than willing to adjust to your availability.

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

Sincerely,

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