

# **Business Alliance Inquiry**

[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 have been following your company's progress in the [industry or field] and are impressed by [specific achievement or project of the recipient's company].

We believe that a strategic alliance between our companies could be mutually beneficial, as we share common goals and values. We specialize in [briefly describe your company's expertise or services], which complements your offerings in [mention relevant aspect of the recipient's business].

I would appreciate the opportunity to discuss this potential collaboration further. Please let me know a convenient time for you to meet, or we can arrange a call at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]