

John Doe
Business Development Manager
ABC Company
123 Business Rd.
City, State, Zip Code
Email: johndoe@abccompany.com
Phone: (123) 456-7890
Date: October 5, 2023

Jane Smith
Director of Partnerships
XYZ Corporation
456 Corporate Ave.
City, State, Zip Code

Dear Jane Smith,

I hope this message finds you well. I am writing to propose a meeting to explore potential strategic partnership opportunities between ABC Company and XYZ Corporation.

Given the alignment of our organizations and the current market landscape, I believe there are several areas where we can collaborate for mutual benefit. I would appreciate the opportunity to discuss this in detail and share some ideas that could be valuable for both parties.

Could we schedule a meeting at your convenience over the next couple of weeks? I am happy to meet either virtually or in person, whichever you prefer.

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

Best regards,

John Doe
Business Development Manager
ABC Company