

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company]. We are currently exploring opportunities to expand our distribution network and are interested in learning more about potential collaborative efforts.

We believe that partnering with [Recipient Company] could yield significant mutual benefits, and I would appreciate the opportunity to discuss this matter further. Could you please share any insights on your current distribution capabilities and whether there are openings for collaboration?

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]