

# Business Partnership Proposal

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

[Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a potential business partnership between [Your Company Name] and [Recipient's Company Name] that I believe could be mutually beneficial.

As you may know, [briefly describe your company and its core competencies]. In recent months, we have been exploring opportunities to collaborate with organizations that complement our strengths, and we believe your company aligns perfectly with our vision.

Our proposal involves [brief overview of the proposed collaboration, including objectives and potential outcomes]. Together, we can leverage our respective expertise to [describe the anticipated benefits for both parties].

I would love the opportunity to discuss this proposal in more detail and explore how we can work together. Could we schedule a meeting at your convenience? Please let me know your available times, and I would be happy to accommodate.

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

Sincerely,

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