

Partnership Inquiry

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[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]. We are exploring potential partnerships with organizations that share our commitment to [briefly describe the mission or values pertinent to the partnership].

Given the excellent work your team has done in [specific area], I believe that a partnership between [Your Company] and [Recipient Company] could be mutually beneficial. Together, we could [describe a potential joint initiative or project that aligns with both companies' goals].

I would love the opportunity to discuss this further and explore how we might collaborate. Please let me know your availability for a meeting in the coming weeks.

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

Best regards,
[Your Name]
[Your Position]
[Your Company]