

Partnership Proposal for Shared Service Models

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We hope this letter finds you well. We are reaching out to propose a potential partnership between [Your Company Name] and [Recipient Company Name] focused on creating shared service models that will enhance operational efficiency and drive cost savings for both parties.

As we navigate an increasingly competitive market, shared services present an opportunity for our organizations to collaborate and pool resources. Our teams believe that by leveraging our strengths and expertise, we can deliver improved services while maintaining high standards of quality.

We propose to explore the following areas for collaboration:

- Joint procurement strategies to reduce costs.
- Shared facilities or technology platforms to streamline operations.
- Collaborative training programs to upskill our workforces.

We would appreciate the opportunity to discuss this proposal in further detail and explore the synergies that can be achieved through our partnership. Please let us know a convenient time for you to meet.

Thank you for considering this proposal. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]