

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your proposal for a strategic alliance between [Your Company] and [Recipient Company] has been officially approved.

This alliance aims to [briefly describe the purpose and benefits of the alliance]. We believe this partnership will not only enhance our operational capabilities but also provide significant value to our clients and stakeholders.

As we move forward, we propose scheduling a meeting to discuss the next steps, outline responsibilities, and establish a timeline for implementation. Please let us know your availability for the upcoming week.

We are excited about the potential of this collaboration and look forward to working together to achieve our mutual goals.

Thank you for your partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]