

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are writing to express our intent to establish a partnership focused on economic development between [Your Organization Name] and [Recipient's Organization Name]. Our shared vision to promote sustainable growth and create job opportunities aligns perfectly, making this partnership both beneficial and timely.

We propose to collaborate on initiatives that leverage our combined resources, including [briefly outline proposed initiatives, e.g., community outreach programs, business development workshops, etc.]. We believe that by working together, we can enhance the economic landscape of our community.

We are keen to discuss this proposal with you at your earliest convenience. Please let us know a suitable time for a meeting to further explore this partnership.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Phone Number]

[Your Email Address]