

Partnership Intent Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to formally express our intent to pursue a partnership with [Recipient Company]. We believe that a collaborative effort between our organizations can lead to mutual benefits and significant advancements in our respective fields.

We envision that our partnership could focus on [briefly outline specific areas of collaboration or interests]. We are excited about the possibilities and are committed to working closely together to achieve our shared goals.

We would like to propose a meeting at your earliest convenience to discuss this partnership in more detail. Please let us know your availability so we can schedule a time to connect.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]