

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name] and I am the [Your Position] at [Your Company Name]. We specialize in [brief description of your company and products/services].

We are reaching out to explore the possibility of establishing an exclusive distribution collaboration between [Your Company Name] and [Recipient's Company Name]. We believe that your extensive market presence and expertise align perfectly with our brand's vision and product offerings.

Our research indicates that there is significant potential for mutual growth by combining our strengths. We are confident that a partnership could enhance our market reach and brand visibility through your established distribution channels.

We would love the opportunity to discuss this collaboration in detail and explore how we can work together to achieve our common goals. Please let us know a convenient time for you to meet, either virtually or in-person.

Thank you for considering our request. I look forward to your positive response.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]