

Partnership Follow-Up Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the potential partnership between [Your Company Name] and [Recipient's Company Name]. We believe that our collaboration could bring significant benefits to both parties.

As we discussed, [briefly recap key points from previous discussions]. We are eager to hear your thoughts and would like to explore how we can move forward together.

Please let us know a convenient time for you to continue our conversation. We are looking forward to your positive response.

Thank you for considering this opportunity. We are excited about the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]