

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in exploring potential partnership opportunities between [Your Company] and [Recipient's Company]. As both of our organizations operate within [brief description of industry or field], I believe there could be mutual benefits in collaborating.

I would like to propose a meeting to discuss our ideas and identify possible synergies. Please let me know your availability in the coming weeks, and I would be happy to accommodate.

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

Sincerely,

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