

# Partnership Proposal

Date: [Insert Date]

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

[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. I am writing to propose a potential partnership between [Your Company Name] and [Recipient's Company Name]. We believe that our combined resources and expertise could lead to mutual growth and success.

At [Your Company Name], we specialize in [briefly describe your services/products]. We have observed that [Recipient's Company Name] has a strong presence in [mention relevant area], and we believe that our collaboration could produce significant benefits for both parties.

We would like to suggest a meeting to discuss this proposal further. Please let us know your availability in the coming weeks.

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

Warm regards,

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