

Proposed Business Partnership Intent

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to express our intent to explore a potential business partnership between [Your Company Name] and [Recipient Company Name]. We believe that a collaboration between our organizations could create valuable opportunities and provide mutual benefits.

Our company specializes in [Briefly describe your company's products/services], while we understand that [Recipient Company Name] excels in [Briefly describe recipient's products/services]. Together, we could combine our strengths to [Explain the potential partnership benefits].

We propose a preliminary meeting to discuss this opportunity further and outline how our partnership could be structured. Please let us know your availability for a meeting in the next few weeks.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]