

Sample Enquiry Letter for New Business Partnership

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing on behalf of **[Your Company Name]** to express our interest in exploring a potential business partnership with **[Recipient's Company Name]**. We have followed your company's impressive achievements and believe that a collaboration between our organizations could be mutually beneficial.

Our team at [Your Company Name] specializes in [briefly describe your company's products/services/expertise], and we recognize the potential for synergy given your company's strengths in [mention recipient's relevant area of expertise or market presence]. We are confident that together we can create significant value and drive growth for both firms.

We would appreciate the opportunity to discuss possible areas of cooperation in more detail. Please let us know a convenient time for you to connect either via phone, video call, or in-person meeting. We are open to tailoring our collaboration to ensure shared goals and success.

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

Sincerely,
[Your Name]
[Your Position/Title]
[Your Company Name]