

Business Partnership Proposal Letter Sample for New Clients

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] to express our interest in establishing a business partnership with [Recipient Company Name]. At [Your Company Name], we are dedicated to delivering high-quality products/services in the [your industry/sector], and we believe that a collaboration between our organizations would bring significant mutual benefits.

Our research strongly suggests that [Recipient Company Name]'s innovative approach and commitment to excellence aligns well with our core values and long-term objectives. Through this partnership, we aim to:

- Leverage each other's strengths to achieve common business goals
- Expand market reach and enhance product/service offerings
- Share expertise and resources to drive growth and innovation
- Foster a seamless, productive, and long-term professional relationship

We propose the following initial scope for our partnership:

- [Briefly outline collaborative activities or areas, e.g., co-marketing initiatives, joint product development, knowledge sharing, etc.]
- [Specify any timelines, deliverables, or responsibilities if relevant]

We are excited about the potential of working together and are confident that this partnership will be mutually rewarding. I would welcome the opportunity to discuss this proposal with you further and explore how we can collaborate to achieve shared success.

Please let me know a convenient time for a meeting or call. Thank you for considering this partnership. I look forward to your positive response.

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