

Partnership Proposal Inquiry Letter Template

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Company Address]

Dear [Recipient Name],

Introduction:

I am writing to you on behalf of **[Your Company Name]**, a company specializing in *[brief description of your business, product/services]*. Since our establishment in **[Year]**, we have been committed to *[core company values, e.g., innovation, customer satisfaction, quality]*. Our primary objective is to *[state main business goal or mission]*, and we have built a reputation for *[mention any notable achievements or strengths]*.

Proposal:

As part of our ongoing efforts to expand and strengthen our business network, we are keenly interested in exploring a strategic partnership with **[Recipient Company Name]**. We believe that by combining our respective strengths and resources, both our organizations can mutually benefit and achieve greater success in *[state relevant industry/market]*.

Our team has researched your company and is impressed by your dedication to *[mention recipient company's strengths/values]*. We are confident that a collaboration between our organizations could foster innovation and create additional value for our clients and stakeholders.

We would greatly appreciate the opportunity to discuss this potential partnership in more detail. Please let us know a suitable time for a meeting or a call at your earliest convenience.

Thank you for considering our proposal. We look forward to the possibility of working together and building a mutually rewarding partnership.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Company Name]

[Phone Number]

[Email Address]

[Company Website]