

A **business letter with reference sample for partnership request** serves as a formal communication tool used by companies to propose a collaborative business relationship. This letter typically includes an introduction of the company, the purpose of the partnership request, key benefits of the proposed alliance, and references to previous successful partnerships or credentials. The reference sample helps illustrate professionalism and provides credibility, making it easier to establish trust and encourage a positive response from the potential partner, ultimately facilitating mutual growth and strategic cooperation.

## Business Letter Template with Reference Sample for Partnership Request

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

Dear [Recipient Name],

I am writing on behalf of [Your Company Name], a company specializing in [briefly describe what your company does]. We have been following the growth and achievements of [Recipient Company Name] and are impressed by your commitment to excellence in the field of [relevant industry/sector].

We believe a partnership between our companies could be mutually beneficial, contributing to both organizations' goals and leveraging our combined strengths. Specifically, we are interested in collaborating in the following areas: [outline specific areas of potential collaboration or partnership].

To demonstrate our experience in successful partnerships, we would like to reference our recent collaboration with [Reference Company Name]. Under this partnership, we jointly achieved [describe outcomes, projects or benefits realized]. Attached is a letter of reference from [Reference Company Name] as testament to our reliability and commitment to collaborative success.

We are confident that a partnership between [Your Company Name] and [Recipient Company Name] will yield positive results. We would be delighted to discuss this proposal further at your convenience. Please let us know a suitable time for a meeting or call.

Thank you for considering this partnership request. We look forward to the opportunity of working together and building a prosperous relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

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## Reference Sample

### Letter of Reference

To Whom It May Concern,

This letter is to confirm our positive working relationship with [Your Company Name]. Throughout our partnership, they demonstrated exceptional professionalism, effective communication, and a strong commitment to shared objectives. We highly recommend [Your Company Name] as a reliable and value-driven business partner.

Sincerely,

[Reference Name]

[Reference Title]

[Reference Company Name]