

# Formal Letter Template for Business Partnership

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

**Subject: Proposal for Strategic Business Partnership** – **Reference: [Reference Number/Contact]**

I hope this letter finds you well. I am writing on behalf of **[Your Company Name]** to formally propose a business partnership with **[Recipient's Company Name]**. This initiative comes after our recent correspondence and the excellent reference provided by **[Reference Name/Contact/Company, if applicable]**, who spoke highly of your organization's professionalism and accomplishments in the industry.

At **[Your Company Name]**, we are committed to delivering [briefly describe your company's main service/product and reputation]. We believe that fostering a partnership between our companies will allow us both to leverage our strengths, drive innovation, and achieve greater success.

The primary objectives of our proposed partnership include:

- Combining resources to expand our market reach and customer base
- Sharing industry expertise and best practices
- Co-developing new solutions to meet evolving client needs
- Pursuing joint marketing and promotional activities

We are confident that this collaboration will yield significant mutual benefits, including increased operational efficiency and enhanced market competitiveness. We are open to discussing the partnership model in further detail and are more than willing to arrange a meeting at your earliest convenience.

Please find attached our company profile and additional information regarding the potential collaboration. Should you require further references or clarification, feel free to contact me directly at [Your Contact Information].

Thank you for considering this proposal. We look forward to your positive response and are excited about the possibility of working together for our mutual advantage.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]