

# Business-to-Business Inquiry Letter Template

**Instructions:** Replace bracketed text with your specific information. Tailor the content as needed to fit your company's objectives and the specific collaboration opportunity.

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*[Your Company Letterhead or Logo]*

*[Date]*

*[Recipient Name]*

*[Recipient Title/Position]*

*[Company Name]*

*[Company Address]*

*[City, State, ZIP]*

**Subject:** *[Inquiry Regarding Potential Collaboration]*

Dear *[Recipient Name]*,

## Introduction

I am writing on behalf of *[Your Company Name]*. We are interested in exploring potential opportunities for collaboration between our organizations. *[Briefly introduce your business and your core product/services in 1-2 sentences.]*

## Purpose of the Inquiry

We have been impressed by *[Recipient Company Name]*'s reputation in the *[industry/sector]* and believe that a partnership could be mutually beneficial. *[State your specific interest-supply partnership, joint venture, distribution, etc.-and why you are reaching out now.]*

## Request for Information

To further evaluate the possibilities, we kindly request the following information:

- *[e.g., Product/service offerings relevant to the collaboration]*
- *[e.g., Current partnership models or terms]*
- *[e.g., Availability for an introductory meeting or call]*

If there are additional details or requirements from your end, please let us know so we can prepare accordingly.

## Closing

We are excited about the potential of working together and look forward to your response. Please feel free to contact me directly at *[your phone number]* or *[your email address]* to discuss this opportunity further.

Sincerely,

*[Your Name]*

*[Your Title/Position]*  
*[Your Company Name]*  
*[Your Contact Information]*

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This template is provided for guidance and should be customized for your specific business context and needs.