

# Sample Inquiry Letter: Introducing Company for Partnership

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name], a company specializing in [briefly describe your company's sector/products/services].

At [Your Company Name], we are committed to [state your core values or mission, e.g., delivering innovative solutions, prioritizing customer satisfaction, etc.]. Over the years, we have built a reputation for [highlight a strength or achievement, e.g., quality, reliability, industry expertise].

We are reaching out to explore potential collaboration opportunities with [Recipient's Company Name]. We believe that our combined strengths could create significant value for both parties. Our team is particularly impressed by [mention something positive about the recipient's company-values, products, achievements] and feels that our shared vision for [growth/innovation/customer focus] aligns closely.

We would welcome the opportunity to discuss how our companies can work together to achieve mutual goals. We are open to different forms of partnership, ranging from joint ventures and co-marketing initiatives to technology sharing and product development.

Please let us know a convenient time for a call or meeting. Attached is our company profile for your reference. We look forward to the possibility of collaborating with [Recipient's Company Name] and are eager to take the next steps together.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Email Address]

[Phone Number]