

# Inquiry Letter Requesting Partnership Meeting Sample

[Your Name]  
[Your Title/Position]  
[Your Company/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Company/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing on behalf of [**Your Company/Organization**] to express our interest in exploring potential partnership opportunities between our organizations. We have been following your work in the industry and believe that a collaboration could be mutually beneficial given our shared goals and values.

We would appreciate the opportunity to discuss how our organizations might work together to achieve common objectives. I would like to propose arranging a meeting at your convenience to explore possible areas of collaboration.

Please let me know your availability for a meeting in the coming weeks. I am flexible and willing to accommodate your schedule to ensure a productive discussion.

Thank you for considering this request. I look forward to your positive response and the possibility of working together to create value for both our organizations.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company/Organization]