

# Formal Partnership Proposal Letter Sample for Small Business Collaboration

This document presents a **formal partnership proposal letter sample for small business collaboration**, designed to facilitate clear and professional communication between potential business partners. It outlines key elements such as the purpose of the partnership, benefits for both parties, roles and responsibilities, and terms of collaboration. This template aims to provide small businesses with a structured and persuasive approach to initiating partnerships, ensuring mutual understanding and fostering successful business relationships.

## Sample Partnership Proposal Letter

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to you on behalf of [Your Company Name] to formally propose a collaborative partnership between our organizations. We have recognized [Recipient Company Name] as a leader in [recipient's industry/field], and we believe that working together could result in significant benefits for both our businesses.

### Purpose of the Partnership

The primary goal of this partnership would be to [briefly describe the purpose, e.g., expand market reach, enhance service offerings, co-develop products, etc.]. By leveraging each other's strengths, we can create new business opportunities and deliver greater value to our clients.

### Benefits for Both Parties

- [Your Company Name]: [State your company's benefit, e.g., access to new customer segments, shared resources]
- [Recipient Company Name]: [State recipient's benefit, e.g., increased brand visibility, expanded offerings]

### Roles and Responsibilities

Each party will have clearly defined roles to ensure the success of this collaboration.

[Your Company Name] will be responsible for [describe responsibilities].

[Recipient Company Name] will focus on [describe responsibilities].

### Terms of Collaboration

We propose the following terms for our partnership:

- [Summary of key terms, e.g., duration of partnership, revenue sharing, confidentiality, termination, etc.]

We are excited about the possibility of working together and are confident that our combined efforts can result in substantial mutual growth. Please let us know a suitable time to meet and discuss this proposal in detail. We are open to any suggestions or amendments you may have regarding this partnership.

Thank you for considering this proposal. We look forward to a favorable response and a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]