

Sample Business Letter for Partnership Proposal

Your Company Name
Your Company Address
City, State, ZIP Code
Email Address
Phone Number
Date

Recipient Name
Recipient Company Name
Recipient Address
City, State, ZIP Code

Dear **[Recipient Name]**,

I am writing on behalf of **[Your Company Name]** to propose a collaborative partnership with **[Recipient Company Name]**. As small businesses operating in complementary sectors, we believe that by joining our resources and expertise, we can achieve mutual growth and greater success.

At **[Your Company Name]**, we have established a solid reputation for **[briefly describe your company's strengths, products, or services]**. Similarly, we recognize your company's commitment to **[mention recipient's strengths or achievements]**.

By forming a partnership, we can:

- Expand our customer base and market reach
- Leverage each other's strengths to enhance service offerings
- Increase operational efficiency through shared resources
- Drive innovation and adapt to market trends together

We propose an initial meeting to discuss the possibilities of our partnership in detail and to outline shared goals and objectives. We are confident that this collaboration will be mutually beneficial and set the stage for long-term success.

Please let us know your availability for an introductory meeting at your convenience. I look forward to the opportunity to discuss how our partnership can add value to both businesses.

Thank you for considering this proposal. We are excited about the prospect of working together and building a thriving partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]