

Small Business Partnership Inquiry Letter Template

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to you on behalf of **[Your Company Name]**, a [brief company descriptor, e.g., "local marketing solutions provider"] based in [your city/state]. At [Your Company Name], we are committed to delivering [mention a core service or product] with a focus on [state relevant company values such as "quality," "innovation," or "customer satisfaction"].

Since our founding in [Year], we have achieved [briefly mention major milestones, such as "noteworthy client acquisitions, product launches, or awards"]. Our team has cultivated a reputation for [unique strength or differentiator, e.g., "personalized service and a deep understanding of our clients' needs"], which has been a driving force behind our continued growth and success.

As we look to the future, we are eager to explore new opportunities for expansion and innovation. We believe that a partnership with **[Recipient Company Name]** could yield significant mutual benefits. Specifically, we are interested in collaborating to [briefly outline proposed partnership idea or project, e.g., "jointly develop a new service offering" or "expand into a new market segment"]. By joining forces, we can leverage our respective strengths to [mention intended outcomes such as "provide greater value to our customers, share resources, and increase our market reach"].

We would appreciate the opportunity to discuss this potential partnership in greater detail and learn more about your objectives as well. Please let us know your availability for a meeting or call at your earliest convenience.

Thank you for considering this proposal. We look forward to the possibility of working together to achieve our shared goals.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]