

Inquiry Letter Example for Business Partnership

[Your Name]
[Your Position]
[Your Company]
[Address]
[City, State, ZIP]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Address]
[City, State, ZIP]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Company] to express our interest in establishing a strategic partnership with [Recipient's Company]. We have been impressed by your reputation for *[briefly mention their strengths or achievements]* and believe that a collaboration between our organizations could yield significant mutual benefits.

At [Your Company], we specialize in *[briefly describe your products, services, or area of expertise]*. We see potential for synergy, particularly in *[mention specific area or project for collaboration]*. We are confident that by working together, we can *[state envisioned outcomes: expand market reach, improve products, etc.]*.

We would appreciate the opportunity to further discuss how our companies can collaborate. Please let us know a convenient time for a call or meeting.

Thank you for considering this proposal. We look forward to your response.

Sincerely,
[Your Name]
[Your Position]
[Your Company]

Follow-up Email Example

Subject: Follow-up: Business Partnership Inquiry with [Recipient's Company]

Dear [Recipient's Name],

I hope this email finds you well. I wanted to follow up regarding my previous inquiry about a potential partnership between [Your Company] and [Recipient's Company], sent on [Date of Original Letter].

We remain enthusiastic about the prospect of working together and would be happy to address any questions you may have or provide further information about our proposed collaboration. If you are available, I would appreciate the opportunity to arrange a brief meeting at your convenience.

Thank you once again for your consideration. I look forward to hearing from you soon.

Best regards,
[Your Name]
[Your Position]
[Your Company]