

# Business Inquiry Letter Requesting Partnership Information

[Your Company Letterhead or Logo]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing on behalf of **[Your Company Name]** to express our interest in establishing a potential partnership with **[Recipient's Company Name]**. As we continue to seek strategic collaborations to enhance our offerings and expand our reach, we believe your company's expertise and market presence align well with our vision.

To better understand how we might collaborate, we would appreciate it if you could provide us with more information about your company's products/services, market coverage, partnership models, and any terms or conditions associated with potential business alliances. Specifically, we are interested in learning about:

- The range of products/services you offer
- Your target markets and geographic reach
- Standard terms for partnerships, including distribution, co-marketing, or joint ventures
- Any requirements or expectations for prospective partners
- Key contact persons for partnership discussions

We value transparency and open communication and look forward to the possibility of working together toward our mutual growth. If you require more information about our company or wish to schedule a meeting to discuss potential collaboration, please let us know your availability.

Thank you for your time and consideration. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Email Address]

[Phone Number]