

Dear [Name of the receiver],

Good day!

It is with great pleasure that our company would like to offer a proposal to form a partnership with your company. This is about our meeting regarding the possibility of our company entering into a business partnership. After reviewing the profile of your company, our company believes that the products that our companies offer are a perfect match.

We have prepared a strategic business partnership proposal which is enclosed in this letter. We are aware that your company is known in the area for its products and services. Also, we believe that this partnership is going to benefit both our companies financially and can boost our market share.

For your reference, I am also enclosing the profile of our company. We are looking forward to your positive reply.

Regards,

[Name of the sender]

[Designation], [Name of the organization]