

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Email Address]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]

Dear *[Recipient Last Name]*,

I am writing to formally introduce *[Your Company Name]* and to explore a potential strategic partnership with *[Recipient Company Name]*. Having followed your recent success in *[Specific Industry/Project]*, I believe there is a significant synergy between our organizations.

[Your Company Name] specializes in *[Core Service/Product]*, with a proven track record of *[Key Achievement or Metric]*. Our mission is to *[Brief Mission Statement]*, and we are currently looking for partners who share our commitment to *[Common Goal/Value]*.

I am particularly interested in discussing how a partnership could benefit both parties, specifically regarding *[Proposed Collaboration Area]*. By combining our *[Your Strength]* with your *[Their Strength]*, we could achieve *[Expected Mutual Benefit]*.

I have attached a brief overview of our current projects and partnership models for your review. I would welcome the opportunity to schedule a brief introductory call to discuss how we might work together more closely.

Thank you for your time and consideration. I look forward to the possibility of collaborating.

Sincerely,

[Your Name]