

[Your Full Name]  
[Your Title/Role]  
[Your Agency Name]  
[Email Address] | [Phone Number]  
[Website URL]

[Date]

[Recipient Name]  
[Recipient Title]  
[Partner Agency Name]  
[Address]

Subject: Partnership Inquiry: Potential Collaboration Between [Your Agency] and [Recipient Agency]

Dear [Recipient Name],

I have long admired [Recipient Agency]'s approach to [mention a specific project or core competency]. As we look to expand our strategic ecosystem, I believe there is a compelling synergy between our organizations that could provide significant value to our respective clients.

At [Your Agency Name], we specialize in [your primary service/niche]. We are currently seeking a collaborative partner with deep expertise in [recipient's primary service] to help bridge the gap in our current [mention specific project type or service offering].

I am interested in discussing a potential white-label partnership, a formal referral program, or a joint-venture opportunity for upcoming accounts. Specifically, I see an immediate opportunity to collaborate on [mention a specific sector or hypothetical project type].

Would you be open to a brief introductory call next week to explore how a partnership might be mutually beneficial? I would love to learn more about your current capacity and growth goals for this year.

Thank you for your time and for the inspiring work your team continues to produce.

Best regards,

[Your Signature]  
[Your Printed Name]