

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

*[Date]*

*[Recipient Name]*  
*[Recipient Job Title]*  
*[Recipient Company Name]*  
*[Recipient Address/Location]*

**Subject: Partnership Opportunity: *[Your Company Name]* x *[Recipient Company Name]* (Referral: *[Referrer Name]*)**

Dear *[Recipient Name]*,

I am writing to you at the suggestion of *[Referrer Name]* from *[Referrer's Organization]*, who mentioned that our organizations might benefit from a strategic alignment. Having followed *[Recipient Company Name]*'s recent work in *[Industry/Specific Project]*, I believe there is a strong synergy between our business development goals.

At *[Your Company Name]*, we specialize in *[Brief 1-sentence description of core service/value proposition]*. Given your current focus on *[Recipient's Key Priority]*, I see a significant opportunity for us to collaborate in a way that provides mutual value, specifically by *[Proposed Partnership Benefit, e.g., expanding market reach/improving client outcomes]*.

I would appreciate the chance to briefly introduce myself and explore how a formal referral or partnership structure could support *[Recipient Company Name]*'s growth objectives. Would you be open to a 15-minute introductory call next *[Day of Week]* at *[Time]*?

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

Best regards,

*[Your Signature]*  
*[Your Full Name]*