

[Your Name]
[Your Position]
[Your Organization Name]
[Organization Address Line 1]
[Organization Address Line 2]
[City, State, ZIP]

[Date]

[Recipient Name]
[Recipient Position]
[Recipient Organization Name]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, ZIP]

Subject: Partnership Proposal

Dear [Recipient Name],

[Introduction: Briefly introduce yourself and your organization.]

[State the purpose of the proposal and describe the potential partnership opportunity.]

[Highlight the benefits to both parties and any relevant supporting information.]

[Outline proposed next steps and express willingness to discuss further.]

Thank you for considering this partnership proposal.

Sincerely,

[Your Name]
[Your Position]
[Your Organization Name]
[Contact Information]