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Company Name

[Date]

[Mr./Ms.] [First Name] [Last Name]
[Company]
[Mailing Address]
[City], [State], [ZIP Code]

[Mr./Ms.] [Last Name]:

As [job title] of [insert company name], specializing in [specify products or services], I am actively seeking new and innovative business growth opportunities. We have worked closely with many [specify businesses or individuals] in the [specify industry] for the past [number of years] years and have developed a solid customer base. Our area of expertise is [insert type of product or service], though we are finding that our clientele is also in need of a trusted resource for [insert product or service].

While we are not looking to directly expand our offerings, we are exploring partnership opportunities in order to be able to offer a more complete solution to clients. It is my understanding that your organization specializes in [insert product or service]. With that in mind, I am reaching out to propose a partnership between our organizations to create bundled offerings that combine your [insert products or services] with our [insert products or services], thus providing expanded solutions that meet the needs of customers in the [insert industry] industry.

This partnership collaboration would allow our small businesses to compete effectively with larger firms that offer a more diverse [insert product or service] offering, but that do not have the specialized expertise of our teams. The competitive advantage for our firms would come from the [product or service] expertise of our combined resources.

I welcome an opportunity to discuss this business partnership opportunity, which has the potential to be very lucrative for both of our organizations. Please call me by [insert date] at [insert phone number] or reach out via [insert email address] to schedule a meeting at a mutually convenient time. I look forward to speaking with you soon.

Regards,

Name
Title