

From,

Sender/Your Name...

Job Designation and company name...

Date: DD/MM/YY (date on which letter is written)

To,

Receiver name...

Job Designation and company name...

Sub: Proposal Letter for Business Partnership

Dear (Sir/name),

We (Company name) are glad to submit a business partnership proposal to your company (Company name). We are an esteemed company in manufacturing (Product type). (Describe in your words). Our companies share a mission in the (Company type) industry and we believe that this joint venture will be beneficial to our companies.

We hereby wish to propose a business partnership with your company. Our company has a strong customer base in (Product/service type) as well other countries globally. (Describe all about your proposal). We appreciate your plan to expand your territory to (Area name) and (Another area name). We have business strongholds in these regions and our partnership would help your company to expand. (Describe all about your plan).

Additionally, we are looking for a partner who ventures in online trading and this partnership can benefit both companies. (Explain your requirement in business expectation). With the new branding, our joint venture will contribute to selling more products, expand the customer base and the promote market of products from both companies.

Please have a look at the detailed proposal with more information on the profit margins, long term goals, and the objectives of this business partnership. (Cordially describe your greetings and recommendation). We are looking forward to welcoming your company as our new business partner.

Thank you.

Yours Truly,

Your Name...