TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Project proposal from **[company name]**

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

As [job title] of **[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 products or services]**, though we are finding that our clientele is also in need of a trusted resource for **[Insert products or services]**.

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 products or services]**. 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 products or services]** offering, but that do not have the specialized expertise of our teams. The competitive advantage for our firms would come from the **[products or services]** 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]**