

## Format of Business Proposal

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to explore the possibility of establishing a partnership between [Your Company Name] and [Recipient's Company Name]. After researching your company and learning about your impressive track record in [mention relevant field or industry], I am convinced that a collaboration between our organizations could be mutually beneficial.

At [Your Company Name], we specialize in [briefly describe your company's expertise or services]. Our team is dedicated to [mention your company's mission or values], and we are always seeking innovative ways to expand our reach and deliver exceptional value to our clients.

I am particularly impressed by [mention something specific about the recipient's company, such as their innovative products or successful projects]. I believe that by combining our strengths and resources, we could create synergies that drive growth and success for both of our organizations.

I propose that we schedule a meeting to further discuss the potential partnership opportunities and how we can collaborate effectively. During this meeting, we can explore areas such as [mention potential collaboration areas, such as joint projects, co-marketing initiatives, or product integration].

Please let me know a convenient time for you to meet, and I will gladly accommodate your schedule. I am confident that together, we can achieve great things and create value for our customers and stakeholders.

Thank you for considering this partnership proposal. I look forward to the possibility of working together and building a successful relationship between our companies.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

Sample

## Business Proposal Letter for Partnership Format

From:

James Scott  
Deputy Marketing Manager  
ABV Marketing Ltd.  
New York

Date: 27.11.18

To:

Richard Brown  
Manager  
Glow & Health Herbs Ltd.  
California

Sub: Business Partnership Proposal Letter

Dear Sir,

We are writing this letter in relation with the telephonic conversation we had on 20<sup>th</sup> November, 2018 in context of business partnership.

We would like to extend a business partnership proposal with your prestigious company. We thoroughly analyzed your business and company requirements and we strongly feel that partnership will be mutually beneficial to both the companies. At ABV Marketing Ltd., we offer premium marketing services to companies which serve niche markets like yours and help them grow and prosper.

Therefore, we have created a business partnership proposal for your company which has been attached with the letter. Your company excels in selling products that promote health across the world and we are also aware that your company has amazing potential to grow if marketed in the best way. Your products require special marketing, advertising and promotional methods that can prove to be beneficial in short and long term.

Our team excels in handling different marketing techniques which are very helpful for you to grow. We firmly believe that this business partnership will prove to be a wonderful opportunity for both the companies to prosper together. We have also enclosed our company's profile for your reference. We eagerly look forward for a positive response from your end.

Thanking you.

Regards,

James Scott  
Deputy Marketing Manager  
ABV Marketing Ltd.  
New York