[Business Name]  
[Address: other text]

Subject: Partnership proposal for [XYZ]

Dear Kim,

I am pleased to write you this letter because I want to say you through this letter that I want to send a partnership proposal to your company.

It is a notable thing that my company, named [ABC] and your company, [XYZ] are doing businesses in the same market and the most interesting thing here is that we share an almost common type of customers and offer almost same kind of products to them. There is no exaggeration in saying that both of us have gained vast experience, expertise and operating our businesses by means of modern technologies.

Keeping in view all these factors, I believe that if we associate and make our partnership from now onward, no competitor in the market can match our strengths. For the last ten years in the market, we have offered tough competition to each other and this factor has benefited only the customers because we had to lower down our prices at significant levels to attract customers in the market.

Keeping all this scenario in consideration, I have developed a business partnership plan which will benefit both of us. What I believe is that if we establish our partnership, merge our businesses, and appear in the market with a single, common and appropriate name, we can achieve immortal success in the market, and in addition, our profit margins will be high.

In addition, we can have the opportunity to get benefit from each other’s experiences and business strategies and can provide our customers with the best quality of our products. Similarly, if we wish to set prices in the market according to our own will, this merger in the form of a partnership will help us achieve this aim as well.

Enclosed with this letter are some documents containing the terms and conditions of this partnership along with the contact information of my company and lawyer. I request you to go through this letter and these documents in detail so that you would have a better idea about my partnership proposal. If you agree to these conditions and accept my proposal, contact me as soon as possible so that we could start our partnership without any further delay. Thank you.

Yours sincerely,

XYZ