

[Date]

[Contact Name]

[Title]

[Partner Company Name]

[Address]

[City, State, Zip Code]

Dear [Contact Name],

On behalf of [Your Company Name], I am pleased to officially welcome [Partner Company Name] as our new corporate partner. We are excited to embark on this collaboration and look forward to the mutual growth and innovation this partnership will bring.

Our goal is to work closely with your team to [mention primary objective, e.g., enhance service delivery / expand market reach]. We believe that combining our respective strengths will provide significant value to our clients and stakeholders.

Your primary point of contact for this partnership will be [Account Manager Name], who can be reached at [Email Address] or [Phone Number]. They will be in touch shortly to schedule an initial kickoff meeting to align our strategies and next steps.

We are honored to have you as a partner and are committed to building a long-term, successful relationship.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]