

[Your Name]
[Your Title]
[Your Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]

Subject: Partnership Opportunity: Mutual Referral Agreement

Dear [Recipient Name],

I have been following [Recipient Company Name] and am impressed by the quality of service you provide to your clients. Given that we both serve [Target Industry/Client Base] but offer different services, I believe there is a great opportunity for us to work together.

I am writing to propose a mutual referral partnership. Many of my clients are frequently in need of [Recipient's Service], and I would love to have a trusted partner like you to recommend them to. Similarly, if your clients require [Your Service], I would be happy to provide them with the same high level of care.

I believe this collaboration would add significant value to both our client bases and help grow our respective businesses. I would like to suggest a brief call or meeting to discuss how we can structure this arrangement and ensure it is beneficial for both parties.

Are you available for a 15-minute chat on [Day] at [Time]?

I look forward to hearing from you.

Best regards,

[Your Signature]
[Your Phone Number]
[Your Email Address]
[Your Website]