

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Lender Contact Name]
[Lender Job Title]
[Bank or Lending Institution Name]
[Address]
[City, State, Zip Code]

Dear [Lender Contact Name],

My name is [Your Name] and I am the [Your Title] of [Your Company Name], a local business specializing in [Your Industry/Service]. I am writing to you today to propose a strategic partnership that I believe will be mutually beneficial for both [Your Company Name] and [Lending Institution Name].

As a prominent lender in our community, you provide essential financial services to local residents and business owners. Our company frequently works with clients who are in need of [Specific Financial Products, e.g., Mortgages, Small Business Loans, or Refinancing]. We believe that by establishing a formal referral partnership, we can provide our clients with a trusted financial resource while helping [Lending Institution Name] grow its local portfolio.

Specifically, I would like to discuss how we can:

- Refer qualified clients to your institution for their lending needs.
- Collaborate on community events or educational workshops.
- Provide value-added services to your existing members.

I am confident that our shared commitment to the [Local City/Area] community makes this a natural fit. I have attached a brief overview of our company's services and client demographics for your review.

I would appreciate the opportunity to meet with you briefly next week to discuss this proposal in more detail. Please let me know if you are available for a 15-minute introductory call or a coffee meeting on [Proposed Date] at [Proposed Time].

Thank you for your time and for all that you do for our local economy. I look forward to hearing from you.

Sincerely,

[Signature]

[Your Printed Name]