

[Your Name]
[Your Title]
[Your Company Name]
[Your Email]
[Your Phone Number]

[Date]

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

Subject: Partnership Proposal: 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 in the [Recipient's Industry] sector.

I am writing to propose a formal mutual referral partnership between our two organizations. At [Your Company Name], we specialize in [Your Key Service/Product]. We frequently encounter clients who are in need of [Recipient's Key Service/Product], and I believe your expertise would be a perfect fit for their requirements.

A partnership would allow us to:

- Provide more comprehensive solutions to our respective clients.
- Generate a steady stream of high-quality leads for both businesses.
- Enhance our brand value through association with a trusted partner.

I would like to suggest a brief meeting or call next week to discuss how we can structure a referral process that benefits both parties. Please let me know if you are available on [Day] at [Time], or if another time works better for you.

I look forward to the possibility of working together.

Best regards,

[Your Signature]

[Your Printed Name]