

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

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you today to propose a discussion regarding [Your Company Name]'s planned market expansion into [Target State]. Having monitored your organization's success and reputation within the region, I believe there is a significant opportunity for us to explore a strategic collaboration.

Our company has seen substantial growth in our current market through [Briefly Mention Key Product/Service]. We are now prepared to scale our operations, and we are looking for established partners in [Target State] who possess the local expertise and infrastructure to help facilitate this transition.

I would appreciate the opportunity to schedule a brief call or meeting to discuss how our expansion goals align with your current business objectives and how a potential partnership could be mutually beneficial.

Are you available for a 20-minute introductory conversation on [Date] at [Time]? If not, please let me know a time that works best for your schedule.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]