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

[Date]

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

Subject: Partnership Opportunity: Expanding Our Professional Referral Network

Dear [Recipient Name],

I am writing to you because of your firm's reputation for excellence in providing [Recipient's Industry, e.g., Accounting/HR Consulting] services. At [Your Company Name], we are currently expanding our professional referral network and are looking to partner with trusted advisors who serve a similar client base.

As a specialized payroll provider, we understand that your clients often look to you for recommendations on managing their administrative burdens. Our goal is to create a reciprocal relationship where we can confidently refer our clients to your expert services, while providing your clients with seamless, compliant, and cost-effective payroll solutions.

We believe a partnership would offer several benefits, including:

- Preferential pricing or dedicated support for your referred clients.
- Co-branded educational resources and webinars.
- A reliable point of contact for complex payroll and tax compliance inquiries.
- Reciprocal referrals to help grow your practice.

I would appreciate the opportunity to schedule a brief 15-minute introductory call to learn more about your business goals and discuss how we can support each other's growth.

Are you available for a quick conversation on [Day of the week] at [Time]?

I look forward to the possibility of working together.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]