

---

# Business to Business Cover Letter Example

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Their Business Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am reaching out from [Your Business Name] to discuss potential collaboration opportunities with [Their Business Name]. Given our aligned goals in [specific industry/sector], a partnership could provide significant mutual benefits.

Our company excels in [specific service/product], and together, we can [potential shared achievement].

I look forward to exploring this further.

Best regards,

[Your Name]