

[Your name and surname]

[Your company name]

[Your business address]

[Your company e-mail]

[Company phone numbers]

[Zip Code / City / Country]

Sir/Madam or Engineer or Doctor [choose what applies best, followed by the recipient's first and last name] [Position within his/her company, if applicable because it may be an individual and not a company] [Name of recipient company, if applicable]

[Place the city from where you are writing and the full date].

Subject: Cover letter from [insert your first and last name along with your title and company name. If you prefer, just mention the company]. [Insert the name of your company] is engaged in [mention your core business].

Dear Sir/Madam, [choose the correct appellation, identical to the one used above].

Allow me to introduce myself, I am [place your name], general manager of the company [business name]. Our company is dedicated to [concisely describe the purpose of your company].

On behalf of my firm, we would like to establish with you [and your prestigious organization, just add this if applicable] links that will allow us to explore joint opportunities to the extent of our possibilities and vision overlaps.

We strongly think cooperating with each other would benefit both of us [indicate why you believe there is room for cooperation and what it would be. Although it is a short sentence, it should be attractive as a business idea. It should usually be in your interest that your interlocutor (individually or as a company) becomes a frequent customer, although it should still be very subtle].

[In the previous paragraph you discussed cooperation in general, now in a paragraph of a couple of lines, talk about the specific advantages of your product and the differences with the competition, without naming them. Emphasize, but without detailing too much, what benefits it would bring to the interlocutor to be your business partner].

Thank you very much for your kind attention. Hoping that it will be possible to arrange a personal meeting,

Yours respectfully,

[Signature]