### **Small Business Partnership Proposal**

#### **Cover Letter**

* Introduce your small business and its strengths.
* Purpose: pooling resources, co-marketing, or sharing expertise.

#### **Executive Summary**

* Summarize the proposal’s purpose and benefits.

#### **About Us**

* Highlight your small business’s unique value, community impact, or growth potential.

#### **Purpose of the Partnership**

* Emphasize mutual goals like market growth, operational efficiency, or product expansion.

#### **Proposed Partnership Details**

* **Scope:** Resource-sharing, co-branded promotions, or combined offerings.
* **Roles and Responsibilities:** Define shared efforts and independent tasks.
* **Timelines:** Key dates or phases for collaboration.

#### **Mutual Benefits**

* Increased reach, cost-sharing, or complementary strengths.

#### **Terms and Conditions**

* Specify profit-sharing, exclusivity, or collaboration duration.

#### **Call to Action**

* Propose next steps, such as scheduling a meeting or providing feedback.