Date:

**Subject: Announcement of New Business Partner**

To whom it may concern,

We are pleased to announce that from now on, [mention Name of New Business Partner] will be our new business partners. [Name of New Business Partner] is one of the industry-leading organizations in [mention the Industry or Nature of Business] which has been in the business for more than [mention Number of Years].

[Name of New Business Partner] will now expand our sales in the regions of [mention Names of Regions]. We hope that this partnership will be beneficial to both these organizations as well as others associated with both of these businesses.

Thanks a lot!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]