

[Your Name]
[Your Title]
[Startup Name]
[Date]

[Recipient Name]
[Title]
[Agency Name]

Subject: Partnership Proposal: Supporting [Startup Name]'s Expansion

Dear [Recipient Name],

I am writing to you because [Startup Name] is entering a high-growth phase. We are currently expanding our operations in [Location/Industry] and are looking for a strategic recruitment partner to help us scale our team with top-tier talent.

We have recently achieved [Mention Milestone, e.g., Series A funding / 100% Year-over-Year growth] and plan to hire for the following key areas over the next [Number] months:

- [Department 1, e.g., Engineering]
- [Department 2, e.g., Sales and Operations]
- [Department 3, e.g., Product Management]

We admire [Agency Name]'s track record in the [Industry] sector. We are looking for a partner who understands startup culture and can move at our pace to find candidates who are both technically skilled and a strong cultural fit.

Are you available for a brief 15-minute introductory call on [Date] or [Date] to discuss your fee structures and how your process can support our headcount goals?

I look forward to hearing from you.

Best regards,

[Your Signature]
[Your Phone Number]
[Your Website URL]