

OFFICIAL LETTER

REF
Not issued yet

DATE
08 October 2026

Shadrach Jimice Jr
OCF
Monrovia

Dear Sir/Madam,

RE: Request for a Partnership

Dear [Recipient Last Name], I am writing on behalf of [Your Company Name] to propose a formal strategic partnership between our organizations. We have long admired [Recipient Company Name]'s leadership in [Recipient's Industry/Domain] and believe that a collaboration between our two companies would create exceptional value for both our customer bases. [Your Company Name] specializes in [briefly state your core expertise, product, or service]. Over the past [Number] years, we have built a robust reputation for delivering [mention a key strength, value, or achievement]. Recently, we have noted a growing demand among our clientele for [mention a service/product or market need that the recipient excels in]. Rather than building this capability from the ground up, we want to partner with an established, trusted market leader.

Yours sincerely,

OCF Administrator
System Administrator

Shadrach
Staff