

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to propose a collaboration between [Your Company] and [Recipient Company]. We believe that a partnership would mutually benefit both organizations and help us achieve our respective goals.

[Briefly outline the purpose of the proposal and what you are offering.]
We are confident that our combined strengths can lead to significant advancements in [specific area], and we look forward to the opportunity to discuss this further.

Thank you for considering this proposal. I am keen to meet and explore how we can work together effectively.

Sincerely,

[Your Name]
[Your Title]
[Your Company]