

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for [Project/Program Name]

I hope this letter finds you well. My name is [Your Name], and I am a [Year, e.g., final year] BBA student at [Your University Name]. I am writing to propose a collaboration for [briefly describe the project or program, e.g., a marketing campaign, research initiative, etc.].

The objective of this project is to [state the main goal and purpose of the project]. I believe that partnering with [Company/Organization Name] would provide valuable insights and resources to achieve this goal.

[Provide brief details about the project, including methodologies, expected outcomes, and potential benefits for both parties].

I would be grateful for the opportunity to discuss this proposal further and explore how we can work together. Please let me know a convenient time for you to meet or if you prefer to discuss this over a call.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your University Name]
[Your Major]
[Your Student ID (if applicable)]