

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a collaboration between [Your Company] and [Recipient Company] that I believe could be mutually beneficial.

Our company specializes in [briefly describe your products/services], and we are keen on exploring opportunities to [mention the specific collaboration]. We believe that combining our strengths could lead to [mention potential benefits].

I would appreciate the opportunity to discuss this proposal in more detail and explore how we can work together. Please let me know a convenient time for you to meet.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company]