

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

Dear [Recipient's Name],

Subject: Request for Collaboration

I hope this letter finds you well. I am writing to propose a collaboration between [Your Organization] and [Recipient's Organization] to [briefly describe the purpose of the collaboration].

[Explain the potential benefits of the collaboration, and why you believe this partnership would be advantageous for both organizations.]

We would be thrilled to discuss this opportunity further and explore how we can work together effectively. Please let us know your availability for a meeting or a call in the coming weeks.

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

Warm regards,

[Your Name]
[Your Position]
[Your Organization]