

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

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request your permission to collaborate with [Recipient Organization] on [specific project or initiative]. We believe that our combined efforts could yield significant benefits in [describe potential impact or goals].

At [Your Organization], we are dedicated to [briefly outline your organization's mission and relevant experience]. We believe that a partnership with your esteemed organization would enhance our capabilities and broaden our reach.

We would be grateful for the opportunity to discuss this collaboration further and explore how we can work together effectively. Please let us know a convenient time for you to meet or if you require any additional information.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

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