

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a collaboration between [Your Company Name] and [Recipient's Company Name] that I believe would be mutually beneficial.

[Introduce the purpose of your proposal. Explain the opportunity, the market need, and how your proposal addresses it. Include relevant data or examples to support your claims.]

In this proposal, I outline the key benefits of this collaboration, including:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

To facilitate this partnership, I suggest the following action steps:

1. [Action Step 1]
2. [Action Step 2]
3. [Action Step 3]

I would love the opportunity to discuss this proposal in more detail. I am available for a meeting at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity. I look forward to the possibility of working together.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]