

[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 reaching out to propose a collaborative project that leverages our shared expertise in epidemiology to address [specific issue or topic].

As you may know, our organization is currently engaged in [brief description of your current work or project relevant to the proposal]. We believe that by partnering with [Recipient Organization], known for [Recipient's expertise or strengths], we can enhance the impact of our efforts.

Our proposed collaboration would focus on [briefly outline the project's objectives, methodology, and anticipated outcomes]. We envision that combining our resources and knowledge will lead to [explain the benefits of the collaboration].

We would love the opportunity to discuss this proposal with you in more detail. Please let me know your availability for a meeting in the coming weeks. Thank you for considering this collaboration, and I look forward to the possibility of working together.

Warm regards,

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