

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[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 Organization] and [Recipient's Organization] for an upcoming event titled [Event Name], scheduled for [Event Date] at [Event Location].

[Briefly describe the event, its purpose, and its significance. Mention how collaboration would be mutually beneficial.]

We believe that partnering with [Recipient's Organization] would enhance the event and provide valuable exposure for both our organizations. Together, we can [mention any joint activities or goals, such as reaching a wider audience, combining resources, etc.].

We would love to discuss this opportunity further and explore how we can work together to make [Event Name] a success. Please let us know your availability for a meeting or call in the upcoming weeks.

Thank you for considering this collaboration. We look forward to the possibility of working together.

Warm regards,

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