

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to propose a collaborative initiative between [Your Company/Organization Name] and [Recipient's Company/Organization Name] focused on [briefly describe the project or initiative, e.g., "enhancing community engagement through innovative technology solutions"].

**\*\*Project Overview:\*\***

Provide a brief overview of the project, including objectives, target audience, and any relevant background information.

**\*\*Goals and Objectives:\*\***

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

**\*\*Proposed Methodology:\*\***

Outline the proposed approach to achieve the goals, including key activities, timelines, and resources required.

**\*\*Benefits to [Recipient's Company/Organization Name]:\*\***

Explain how this collaboration will be mutually beneficial.

**\*\*Budget Overview:\*\***

Summarize the estimated budget and funding sources, if applicable.

**\*\*Next Steps:\*\***

Suggest a meeting or call to discuss the proposal further.

Thank you for considering this opportunity for collaboration. I am looking forward to your positive response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization Name]