

[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 message finds you well. I am writing to express my interest in exploring collaboration opportunities between [Your Organization] and [Recipient's Organization].

[Briefly describe the purpose of the collaboration and how it aligns with both organizations' goals.]

We believe that by working together, we can [mention potential benefits or outcomes of the collaboration].

I would love to arrange a meeting to discuss this further and explore ways we can collaborate effectively. Please let me know your availability for a call or meeting in the coming weeks.

Thank you for considering this opportunity. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Contact Information]