

[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],

Subject: Request for Collaboration on [Project Name]

I hope this letter finds you well. I am writing to propose a collaboration between [Your Organization] and [Recipient Organization] on [describe the project or initiative briefly].

[Provide a brief overview of the project, its objectives, and the potential benefits of collaboration.]

We believe that your expertise in [mention relevant skills or knowledge of the recipient organization] would greatly contribute to the success of this project. We would be keen to discuss how we can work together to achieve our common goals.

I would like to request a formal meeting to discuss this collaboration in further detail. Please let me know your availability for a meeting at your earliest convenience.

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

Sincerely,

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