

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

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

Dear [Recipient Name],

I am writing to express my intent to [describe your purpose, e.g., collaborate, negotiate, apply for funding] with [Company/Organization Name] regarding [specific project or opportunity].

[Briefly explain your background and experience related to the project or opportunity. Mention any relevant achievements or qualifications that support your intent.]

I believe that partnering with [Company/Organization Name] will mutually benefit our goals. [Explain how the collaboration aligns with mutual interests and any specific outcomes you hope to achieve.]

I am eager to discuss this opportunity further and explore how we can work together effectively. I am looking forward to your response and hope we can arrange a meeting to discuss this in more detail.

Thank you for considering my proposal.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Organization, if applicable]