

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Organization/School]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am a [Your Position/Title] at [Your School/Organization]. I am reaching out to propose a collaboration for a group project related to [Project Topic/Theme].

Our objectives for this project include [briefly outline objectives]. We believe that your expertise in [Recipient's Area of Expertise] would greatly enhance the quality and impact of our work.

We are looking to gather a team of dedicated individuals who share an interest in [specific interest related to the project]. The proposed timeline for this project is [insert timeline], and we would love to discuss how we can work together effectively.

Please let me know a convenient time for you to discuss this further. I look forward to your positive response.

Thank you for considering this collaboration opportunity.

Best regards,

[Your Name]
[Your Position/Title]
[Your Organization/School]