

[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],

**\*\*Introduction (I)\*\***

I hope this letter finds you well. My name is [Your Name], and I am [a brief introduction about yourself and your organization]. I am reaching out to explore potential collaboration opportunities on [briefly describe the project or initiative].

**\*\*What (W)\*\***

Our project focuses on [describe what the project is about, its goals, and its significance]. We believe your organization's expertise in [mention their relevant experience or skills] would greatly complement our efforts.

**\*\*Implication (I)\*\***

By collaborating, we can [explain the benefits and positive outcomes of the collaboration for both parties]. This partnership could lead to [mention any innovative solutions, expanded reach, or other significant impacts].

**\*\*Action (A)\*\***

I would love to discuss this opportunity further and explore how we can work together. Are you available for a meeting on [suggest a couple of dates and times]? I look forward to your response.

Thank you for considering this collaboration.

Sincerely,

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