

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a collaborative partnership between [Your Company] and [Recipient's Company]. Given our respective strengths in [briefly describe your company's expertise] and [describe recipient's company's expertise], I believe a joint effort could yield significant benefits for both parties. We envision this collaboration could take the form of [briefly outline the collaboration idea, e.g., joint projects, shared resources, etc.], which would allow us to leverage our capabilities effectively and enhance our offerings in the industry.

We would be thrilled to explore this opportunity further and align our goals. I propose we schedule a meeting to discuss our ideas in more detail. Please let me know your availability for the upcoming weeks. Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]