

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: Project Proposal for [Project Name]  
I hope this letter finds you well. I am writing to propose a  
collaboration between [Your Company] and [Recipient Company] on a project  
titled [Project Name].  
\*\*Project Overview:\*\*  
[Briefly describe the project and its objectives.]  
\*\*Scope of Work:\*\*  
[Outline the main tasks and deliverables involved in the project.]  
\*\*Timeline:\*\*  
[Provide an estimated timeline for project milestones and completion.]  
\*\*Budget:\*\*  
[Present a high-level budget, including funding requirements and  
potential cost savings.]  
\*\*Benefits:\*\*  
[List the benefits and value this project will bring to the recipient's  
company.]  
We believe that this project aligns with [Recipient Company's] vision and  
goals, and we are eager to discuss this opportunity further. Please let  
us know a convenient time for a meeting to delve deeper into the  
specifics.  
Thank you for considering our proposal. We look forward to the  
possibility of working together.  
Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]