

[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],

Subject: Proposal for [Project/Program Name]

I hope this letter finds you well. I am writing to propose a collaborative project titled "[Project/Program Name]" that aims to [briefly explain the purpose of the project].

The objectives of this project are as follows:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

We believe that your organization's expertise in [mention specific area] would be invaluable to the success of this initiative. We have outlined a preliminary plan which includes:

- [Key activity 1]
- [Key activity 2]
- [Expected outcomes]

We would be pleased to discuss this proposal further and explore ways we can work together to bring this initiative to fruition. Please let me know a convenient time for you to meet or have a call.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

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