

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

Dear [Recipient Name],

Subject: Proposal for Collaboration

I hope this letter finds you well. I am writing to propose a potential collaboration between [Your Organization] and [Recipient Organization] in the area of [specific focus or project].

We believe that working together could leverage our respective strengths and resources to achieve greater impact in [specific goals or outcomes]. Our organizations share a common interest in [shared interest or goal], and we see significant potential for mutual benefit.

I would like to suggest a meeting to discuss this proposal further. Please let me know your availability in the coming weeks, and we can arrange a time that works best for you.

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

Warm regards,

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