

****[Your Company Letterhead]****

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: GEM-Specific OEM Collaboration

We are excited to announce our intention to collaborate with [Recipient Company] on GEM-specific OEM projects.

1. ****Introduction****

Briefly introduce your company and the purpose of the letter.

2. ****Project Overview****

Outline the scope of the GEM-specific OEM projects you wish to discuss.

3. ****Benefits****

Highlight the potential benefits of this collaboration for both companies.

4. ****Proposed Next Steps****

Suggest a meeting or call to discuss this opportunity further.

5. ****Contact Information****

Provide your contact details for any questions or additional information.

Thank you for considering this partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]