

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

Dear [Recipient's Name],

Subject: Request for Collaboration

I hope this letter finds you well. I am writing to express our interest in collaborating with the OECD on [specific project or area of interest]. Given the OECD's pivotal role in promoting international cooperation and policy coherence, we believe that a partnership could significantly enhance our efforts in [briefly describe the project's objective or focus area].

[Provide a brief background about your organization and its mission related to the proposed collaboration].

We would be keen to explore ways in which we can work together to [mention specific goals or outcomes]. Our preliminary thoughts include [list potential ideas for collaboration].

We would appreciate the opportunity to discuss this proposal further at your convenience. Please let me know a suitable time for us to connect, whether through a meeting or a phone call.

Thank you for considering this request. We look forward to the possibility of working together to advance our shared objectives.

Warm regards,

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