

[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: Proposal for [Project Title]

I am writing to propose a collaborative project under the auspices of the OECD aimed at [briefly describe the goal of the project]. Our organization, [Your Organization's Name], has a strong commitment to [briefly describe relevant experience or expertise], making us well-suited to lead this initiative.

The primary objectives of the proposed project are to:

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

We plan to implement the project through [brief description of the methodology or approach]. The expected outcomes include [brief description of expected outcomes].

A detailed project plan, including our proposed timeline and budget, is attached for your review. We believe that this project aligns with the OECD's mission of promoting policies that improve economic and social well-being worldwide.

We would appreciate the opportunity to discuss this proposal further and explore ways we can collaborate effectively. Thank you for considering our proposal.

Sincerely,

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