

[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],

I hope this letter finds you well. I am writing to propose a collaboration between [Your Organization] and [Recipient Organization] in the area of [specific area of interest or project]. We believe that by working together, we can achieve [specific goals or objectives].

At [Your Organization], we have [briefly describe your organization's expertise, resources, or any relevant background]. We are particularly interested in [specific aspect related to the proposed collaboration], and we think that your expertise in [Recipient Organization's expertise or focus area] would complement our efforts perfectly.

We envision a partnership that could include [outline potential activities, joint projects, or initiatives]. This collaboration could benefit both of our organizations by [explain potential benefits, such as resource sharing, increased impact, etc.].

I would love the opportunity to discuss this further and explore how we can work together. Please let me know a convenient time for you to meet or if you would prefer a virtual discussion.

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

Sincerely,

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