

[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 PBJ Collaboration

I hope this letter finds you well. I am writing to propose a collaborative partnership between [Your Organization] and [Recipient's Organization] focusing on the Peanut Butter and Jelly (PBJ) initiative. [Briefly introduce your organization and its mission. Explain the relevance of the PBJ project to your organization's goals.]

We believe that a collaboration can bring about [specific benefits of collaboration, e.g., increased outreach, shared resources, community impact]. Our proposal includes:

1. **Objective**: [Clearly state the goal of the collaboration.]
2. **Activities**: [Outline the activities or events you envision as part of this collaboration.]
3. **Timeline**: [Provide a proposed timeline for the collaboration.]
4. **Expected Outcomes**: [Describe the expected results of the collaboration.]

We would be thrilled to discuss this proposal further and explore how we can work together to achieve our common goals. Please let me know a convenient time for you to meet or discuss this over the phone.

Thank you for considering this proposal. I look forward to the opportunity to collaborate with [Recipient's Organization].

Sincerely,

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