

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for [Project/Collaboration Name]

I am writing to propose a partnership opportunity between [Your Company/Organization Name] and [Recipient Company/Organization Name] to [briefly describe the purpose of the proposal, e.g., enhance community services, develop a product, etc.].

[Introduce your company/organization and its relevant background]. We believe that by collaborating, we can [highlight the benefits and goals of the partnership].

****Project Overview:****

[Provide details about the project, objectives, timeline, and expected outcomes].

****Benefits of Collaboration:****

1. [Benefit 1]
2. [Benefit 2]
3. [Benefit 3]

****Budget and Resources:****

[Outline the financial aspects, including any funding required or resources available].

****Next Steps:****

We would appreciate the opportunity to discuss this proposal further and explore ways to work together. Please let me know a convenient time for us to meet or have a call.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]