

[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 message finds you well.

I am writing to propose a collaboration between [Your Organization] and [Recipient Organization] as part of the [specific project or initiative, e.g., RLWC]. We believe that our combined efforts could greatly enhance the impact and reach of our work.

[Briefly outline the goals and benefits of the collaboration, including how it aligns with both organizations' missions and objectives.]

We would love the opportunity to discuss this potential collaboration further. Please let us know your availability for a meeting at your earliest convenience.

Thank you for considering this partnership. We look forward to the possibility of working together.

Warm regards,

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