

[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],

Subject: Proposal for Collaboration on [Project/Initiative Name]

I hope this letter finds you well. I am writing to propose a collaboration between [Your Organization] and [Recipient Organization] focused on [briefly describe the project or initiative].

As you may know, [Your Organization] specializes in [brief description of your organization's mission and relevant experience]. We believe that by working together, we can [outline the mutual benefits of the collaboration].

We envision that our collaboration could include [briefly describe potential activities or contributions from both organizations]. We are excited about the possibility of combining our efforts to [state the desired impact or outcome].

I would love to schedule a meeting to discuss this proposal further and explore how we can work together effectively. Please let me know your availability in the coming weeks.

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

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Your Organization]