

[Your Name]
[Your Position]
[Your Company]
[Your Email Address]
[Your Phone Number]

[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Email Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company]. We specialize in [briefly describe your company's focus or services].

I am reaching out to explore a potential collaboration with you as a social media manager. Given your expertise in [mention specific skills or accomplishments of the recipient], I believe that we could create impactful content and strategies together that would resonate with our audiences.

I envision a partnership where we can [briefly outline potential collaboration ideas, e.g., joint campaigns, content creation, etc.]. This collaboration could enhance our brands' visibility and engagement on social media platforms.

I would love the opportunity to discuss this in further detail and see how we can mutually benefit from this collaboration. Are you available for a call or meeting next week? Please let me know your availability, and I will do my best to accommodate.

Thank you for considering this opportunity. I look forward to your thoughts!

Best regards,

[Your Name]
[Your Position]
[Your Company]