

[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 Project Collaboration

I hope this message finds you well. I am writing to propose a collaboration between [Your Organization] and [Recipient's Organization] for the [Project Name/Description] project.

[Briefly introduce your organization and its mission or goals.]

The objective of this collaboration is to [explain the purpose and benefits of the project]. We believe that by working together, we can [mention potential outcomes or impact].

[Outline the scope of the collaboration, including roles, responsibilities, and any resources or expertise each organization would contribute.]

We are keen to explore how we can align our efforts and resources to achieve [mutual goals or objectives].

I would appreciate the opportunity to discuss this proposal further at your earliest convenience. Please let me know a suitable time for us to connect.

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

Sincerely,

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