

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding a potential collaboration between [Your Company/Organization] and [Recipient's Company/Organization].

We are excited about the possibility of working together to [briefly restate the purpose or idea of collaboration]. I believe that our combined efforts could lead to [mention any potential benefits or outcomes].

If you have had a chance to consider this collaboration, I would love to hear your thoughts. Please let me know if you would be available for a brief call or meeting to discuss this further.

Thank you for your time, and I look forward to your response.

Warm regards,

[Your Name]
[Your Position]
[Your Company/Organization]