

[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],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are reaching out to propose a collaboration that we believe will benefit both of our organizations in the areas of [specific areas of interest].

[Provide a brief overview of your organization and its objectives, focusing on relevant achievements or expertise.]

We believe that by joining forces on [specific project or initiative], we can leverage our strengths to create greater impact in [mention relevant community or field]. Our proposal includes [briefly outline the key points of your proposal, highlighting mutual benefits and potential outcomes].

We would love the opportunity to discuss this proposal further and explore how we can work together. Please let us know a convenient time for you to meet or if you prefer to discuss this over a call.

Thank you for considering this potential collaboration. We look forward to your response.

Warm regards,

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