

[Your Name]
[Your Title]
[Your Organization]
[Your Organization Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Organization Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to propose a collaboration between [Your Organization] and [Recipient Organization] in the area of [specific project or initiative]. We believe that our combined efforts could significantly impact [mention the goals or outcomes].

[Briefly outline the benefits of the collaboration and any resources or expertise you bring to the table.]

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

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

Warm regards,

[Your Name]
[Your Title]
[Your Organization]