

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose a collaboration between [Your Company/Organization Name] and [Recipient's Company/Organization Name] to address [specific issue/problem or opportunity].

Overview:

[Provide a brief overview of your proposal, including the purpose and significance.]

Objectives:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

Proposed Activities:

[Highlight the main activities or steps you plan to take to achieve the objectives.]

Benefits:

[Outline the potential benefits for both parties involved in this collaboration.]

Timeline:

[Provide a projected timeline for the proposed activities.]

Budget:

[Include a brief overview of the budget or funding required for the project.]

I believe that a partnership between our organizations can yield significant positive outcomes, and I am excited about the possibility of working together. I would appreciate the opportunity to discuss this proposal further and explore how we can align our visions.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]