

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company 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] that aims to [briefly state the purpose of the proposal].

Our goal is to [describe the goal of the proposal], which we believe will benefit both parties by [explain potential benefits].

To achieve this, we propose the following approach:

1. [Detail the first step in your proposal]
2. [Detail the second step in your proposal]
3. [Detail any additional steps as necessary]

We anticipate that this project will take approximately [insert time frame], and the estimated budget is [insert budget].

I would appreciate the opportunity to discuss this proposal further and explore how we can work together to achieve our mutual goals. Please feel free to contact me at [your phone number] or [your email address] to arrange a meeting.

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

Sincerely,

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