

[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] and [Recipient's Company/Organization] regarding [briefly describe the project or initiative].

[Provide a brief overview of your company/organization and its mission.]

[Explain the purpose of the proposal and how it aligns with the recipient's objectives or needs.]

[Outline the specifics of the proposed collaboration, including goals, methods, and timeline.]

[Discuss the potential benefits for both parties involved.]

I believe that this partnership can be mutually beneficial and would love the opportunity to discuss this further with you. Please let me know a convenient time for us to meet, or feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]