

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Collaboration Proposal for [Project/Initiative Name]

I hope this letter finds you well. I am writing to propose a collaborative opportunity that I believe could be mutually beneficial for both of our organizations.

[Briefly introduce your organization and its mission.]

The purpose of this collaboration would be to [explain the goals and objectives of the proposed project/initiative]. We believe that by working together, we can [outline the potential impact and benefits of the collaboration].

[Provide details about the proposed project, including timelines, resources required, and any relevant research or data to support your proposal.]

We are particularly interested in [specific areas of interest or expertise from the recipient's organization], and we feel that your involvement would significantly enhance the project.

I would love the opportunity to discuss this proposal further and explore how we can align our efforts. I believe a partnership between [Your Organization] and [Recipient's Organization] holds great promise for achieving our shared goals.

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

Warm regards,

[Your Name]
[Your Position]
[Your Organization]
[Optional: Your Organization's Website]