

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a collaboration between [Your Organization] and [Recipient's Organization] that aims to [briefly describe the purpose of the collaboration].

Our organizations share a common vision regarding [mention any shared goals or interests], and I believe that together we can [explain the potential benefits of collaboration].

I would like to invite you to discuss this opportunity further at your convenience. Please let me know a suitable time for a meeting, and I would be happy to adjust to your schedule.

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

Sincerely,

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