

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a collaboration between [Your Company/Organization Name] and [Recipient's Company/Organization Name].

[Introduction: Briefly introduce yourself and your organization, and provide context for the proposal.]

[Body: Describe the purpose of the proposal, including the objectives, scope, and any relevant details about the project or initiative you are proposing.]

[Benefits: Outline the benefits of the proposed collaboration for both parties and how it aligns with the recipient's goals.]

[Closing: Express your enthusiasm for the opportunity to work together and suggest a meeting to discuss the proposal in more detail.]

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

Sincerely,

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