

[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]. We believe that our mutual interests align well and could lead to a beneficial partnership.

[Briefly describe the purpose of the collaboration and its potential benefits. Include any relevant background information.]

We would like to suggest a meeting to discuss this proposal in more detail and explore how we can work together effectively. Please let us know your available times in the coming weeks.

Thank you for considering this opportunity. I look forward to the possibility of working together.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Signature (if sending a hard copy)]