

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a collaboration between [Your Organization/Yourself] and [Recipient's Organization] regarding [briefly state the purpose or project name]. [Provide a brief overview of your proposal, outlining the objectives, benefits, and potential impact of the collaboration.]

We believe that partnering with [Recipient's Organization] would be mutually beneficial and would enhance our efforts to [mention specific goals or outcomes].

I would appreciate the opportunity to discuss this proposal with you further and explore how we can work together effectively. Please let me know a convenient time for us to connect.

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

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Phone Number]