

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

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company]. We specialize in [briefly describe your business and offerings].

I am reaching out to explore potential collaboration opportunities between our companies. [Briefly explain the purpose of your query and how it aligns with the recipient's business].

I believe that [mention specific benefits or outcomes that could result from the collaboration]. I would be delighted to discuss this further and explore how we can work together.

Please let me know a time that works for you for a brief call or meeting.

I look forward to the possibility of collaborating with you.

Thank you for your time and consideration.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Email Address]
[Your Phone Number]