

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a collaborative project between [Your Company] and [Recipient Company] focused on [brief description of the project].

Project Overview:

[Provide a brief overview of the project, its objectives, and the expected outcomes.]

Scope of Work:

[Outline the specific tasks and deliverables that will be included in the project.]

Timeline:

[Provide an estimated timeline for the project, including key milestones and deadlines.]

Budget:

[Outline the proposed budget for the project, including any funding needed from the recipient.]

Benefits:

[Describe the benefits that both companies will gain from this collaboration.]

Next Steps:

[Suggest a meeting or discussion to further explore the proposal and address any questions or concerns.]

Thank you for considering this proposal. I look forward to the opportunity to collaborate and create something impactful together.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Website]