

[Your Name]  
[Your Title/Position]  
[Your School/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's School/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a collaboration between our special education teams to enhance the support and resources available to our students.

[Briefly outline the purpose of the collaboration, including any specific goals or projects you have in mind. Mention how this collaboration can benefit students.]

I believe that by working together, we can share best practices, strategies, and resources that will positively impact our students' learning experiences. [Mention any relevant experience or expertise you or your team brings to this collaboration.]

Please let me know if you would be open to discussing this further. I would love the opportunity to set up a meeting at your convenience to explore how we can collaborate effectively.

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

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your School/Organization]