

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

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

Dear [Recipient's Name],

Subject: Proposal for Collaboration

I hope this message finds you well. I am writing to propose a collaborative partnership between [Your Organization] and [Recipient's Organization] that I believe could yield significant benefits for both parties.

[Briefly introduce your organization and its mission. Mention any relevant projects or achievements.]

Given our shared interests in [specific area of common interest], I believe a collaboration could enhance our capabilities and broaden our impact. Specifically, I propose [briefly outline the collaboration idea or project].

[Discuss the potential benefits of the collaboration for both organizations, and any initial thoughts on how it could be structured or implemented.]

I would love the opportunity to discuss this proposal further and explore how we can work together effectively. Please let me know a suitable time for us to connect, either via a call or a meeting.

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

Warm regards,

[Your Name]
[Your Title]
[Your Organization]