

[Your Name]
[Your Position]
[Your Organization]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Organization'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 [Your Organization] and XQuartz in relation to [briefly state the purpose/goal of the collaboration].

[Provide a brief overview of your organization and its mission relevant to the collaboration].

We believe that partnering with XQuartz will be mutually beneficial as it aligns with our goal of [state the common goal or interest]. Through this collaboration, we aim to [outline anticipated outcomes or benefits].

I would appreciate the opportunity to further discuss this proposal and explore how we can work together for a successful collaboration. Please let me know your availability for a meeting at your convenience.

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

Sincerely,

[Your Name]
[Your Position]
[Your Organization]