

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

[Recipient Name]
[Recipient Position]
[Recipient Department]
[Recipient Institution]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to propose a collaboration between our departments on [briefly describe the purpose or project]. Our combined expertise could lead to significant advancements in [mention specific field or topic].

The primary objectives of this collaboration would be to:

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

I believe that by working together, we can achieve [mention potential outcomes or benefits].

I would appreciate the opportunity to discuss this collaboration further and explore how we can align our efforts. Please let me know your availability for a meeting.

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

Sincerely,

[Your Name]
[Your Position]
[Your Department]