

Collaboration Outline Proposal

Date: [Insert Date]

To: [PR Agency Name]

From: [Your Name/Company]

I. Introduction

We are excited to explore a potential collaboration with [PR Agency Name] to enhance our public relations efforts. Below is an outline of our proposed engagement.

II. Goals and Objectives

- Increase brand awareness
- Enhance media relations
- Develop strategic messaging

III. Scope of Work

1. Media Outreach
2. Content Creation
3. Event Management

IV. Timeline

Proposed timeline for engagement: [Insert Timeline]

V. Budget

Estimated budget for services: [Insert Budget]

VI. Next Steps

We would love to discuss this proposal further. Please let us know a convenient time for a meeting.

VII. Conclusion

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]