

Collaboration Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Subcontractor's Name]

[Subcontractor's Company]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

I hope this message finds you well. I am reaching out to explore the possibility of collaborating with you on an upcoming project that aligns with our mutual interests and expertise.

We at [Your Company] are currently working on [brief description of the project]. Given your outstanding reputation in [subcontractor's expertise area], we believe that a partnership could lead to exceptional results.

We would appreciate the opportunity to discuss this collaboration further. Please let us know your availability for a meeting in the coming weeks.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]