Collaboration Request

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company]. We are [brief description of your company and its mission].

We have been following your work at [Recipient's Company] and admire [specific aspect of their business]. We believe that a collaboration between our companies could be mutually beneficial and enhance both our offerings.

Specifically, we are interested in [describe the nature of the collaboration you are proposing, e.g., co-marketing, product development, joint events]. We believe that by combining our resources, we can achieve [insert potential benefits or goals].

I would love the opportunity to discuss this idea further and explore how we can work together. Please let me know a convenient time for us to connect.

Thank you for considering this opportunity. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]