

Collaboration Proposal for Workshop Funding

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Recipient's Department]
[University's Name]
[University's Address]

Dear [Recipient's Name],

I hope this letter finds you in good health and spirits. I am writing to propose a collaboration between [Your University/Organization Name] and [Recipient's University/Organization Name] for a workshop titled "[Workshop Title]" that aims to [Briefly Describe the Workshop's Objectives].

The workshop is scheduled to take place on [Insert Date] and will focus on [Key Topics]. We believe that combining our resources and expertise can significantly enhance the quality and reach of this event.

To facilitate this collaboration, we are seeking funding support of [Funding Amount] to cover expenses such as [List Major Expenses]. In return, we would be happy to provide [List Benefits/Recognition for the Funding].

We are excited about the possibility of working together and believe that this workshop can make a meaningful impact in our field. Please let us know a convenient time for us to discuss this proposal further.

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

Sincerely,
[Your Name]
[Your Title]
[Your Department]
[Your University/Organization Name]
[Your Email]
[Your Phone Number]