

Letter of Bid Collaboration Agreement

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to propose a collaboration for the upcoming bid for [Project Name]. Our combined expertise in [briefly state relevant expertise] will create a strong proposal that meets the requirements.

The purpose of this letter is to outline our proposed collaboration terms:

- **Roles and Responsibilities:** [Briefly outline each party's roles]
- **Cost Sharing:** [Describe how costs will be shared]
- **Timeline:** [Indicate key deadlines]

We believe that this collaboration will be mutually beneficial and lead to a successful bid outcome. Please review this proposal and let us know your thoughts by [Insert Date].

Looking forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]