

# Vendor Collaboration Request

Date: [Insert Date]

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

[Vendor's Name]  
[Vendor's Position]  
[Vendor's Company]  
[Vendor's Address]  
[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am reaching out to explore the possibility of collaborating with [Vendor's Company] for [specific project or purpose]. We believe that our organizations share a common goal and that a partnership would be mutually beneficial.

At [Your Company], we specialize in [brief description of your company and offerings]. We have successfully worked on [mention any relevant projects or experiences], and we are excited about the idea of combining our strengths with [Vendor's Company].

I would love the opportunity to discuss this collaboration further. Please let me know if you are available for a meeting or a phone call at your convenience.

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

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]