

# Letter of Request for Collaboration

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to propose a collaboration for a monthly newsletter project that aims to [briefly describe the purpose of the newsletter, e.g., share industry insights, community updates, etc.].

We believe that your organization would greatly benefit from participating in this initiative. Our vision is to create a platform that [explain the value of the newsletter to the recipient's organization].

We would love to discuss this opportunity with you further and explore how we can successfully partner on this project. 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 Organization]