

# Collaboration Proposal

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient 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 specialize in [brief description of your company and its offerings]. I am reaching out to propose a collaboration between our brands that I believe would be mutually beneficial.

As [Recipient Company] shares a similar target audience and values with [Your Company], I am confident that a partnership could enhance our reach and impact. I envision a collaboration that includes [briefly outline your collaboration idea, e.g., co-branded campaigns, events, product launches].

I would love the opportunity to discuss this further and explore how we can work together. Please let me know if you are available for a meeting in the coming weeks.

Thank you for considering this proposal. I look forward to your response.

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