

Letter of Collaboration

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[University Library Name]
[University Address]
[University City, State, Zip]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a collaboration between [Your Organization] and [University Library Name] to enhance library programs and services offered to our users.

Our organization, [Brief Description of Your Organization], has a strong commitment to [your goals related to the collaboration]. We believe that by collaborating with your esteemed library, we can [benefits of collaboration].

We would be thrilled to discuss potential projects such as [List a few potential projects or areas of collaboration]. We believe that our combined resources and expertise can lead to successful outcomes for both parties.

Could we schedule a meeting to further discuss this collaboration? Please let me know your available times.

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

Sincerely,

[Your Name]
[Your Position]
[Your Organization]