

# Collaboration Proposal

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an ongoing collaboration between [Your Company/Organization Name] and [Recipient's Company/Organization Name]. We believe that our shared goals and complementary strengths could lead to a fruitful partnership.

Through this collaboration, we aim to [briefly outline key objectives and benefits]. We envision a project that allows us to [describe how collaboration will be executed and any resources that will be shared].

We would appreciate the opportunity to discuss this proposal further and explore the various possibilities. Please let us know your availability for a meeting at your earliest convenience.

Thank you for considering this opportunity. We look forward to the possibility of working together to achieve our mutual goals.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Your Contact Information]