

# Symposium Collaboration Proposal

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

[Recipient Name]  
[Recipient Position]  
[Recipient Institution]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a collaboration for an upcoming symposium that aims to address [specific topic or theme of the symposium]. Given our mutual interests in [briefly describe shared interests or research areas], I believe that a joint effort could significantly enhance the impact of our work.

The proposed symposium is scheduled to take place on [date] at [location]. We envision a gathering of esteemed scholars and practitioners who are dedicated to [specific goals of the symposium]. The collaboration could include co-hosting the event, sharing expertise, and inviting notable speakers from both our networks.

I would be delighted to discuss this further and explore how we can effectively combine our resources and expertise. Please let me know your availability for a meeting in the coming weeks.

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

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