

Collaboration Inquiry Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name], a small business consulting firm specializing in [briefly describe your services or expertise]. We are committed to helping businesses like yours thrive in today's competitive environment.

I am reaching out to explore a potential collaboration between our companies that could leverage our respective strengths. Having followed [Recipient's Company Name] and your notable work in [specific sector or project], I believe there is significant synergy between our services.

I would love to schedule a time for us to discuss this opportunity further. Please let me know your availability over the next few weeks, and I will do my best to accommodate.

Thank you for considering this inquiry. I look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]