

Collaboration Proposal for Award Presentation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a collaboration for the upcoming [Name of Award] presentation scheduled for [Date of Presentation]. Our organizations share a common goal of [state common goal], and I believe that a partnership could enhance the impact and reach of this event.

We are particularly interested in [briefly outline your organization's role or contribution], and we envision this collaboration benefiting not only our organizations but also the wider community.

I would appreciate the opportunity to discuss this proposal further and explore how we can work together. Please let me know a convenient time for us to have a conversation, or feel free to propose an alternative date.

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

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email Address]