

Collaboration Request

Date: [Insert Date]

To: [Organization Name]

Address: [Organization Address]

Dear [Recipient's Name],

My name is [Your Name], and I am the [Your Position] at [Your Organization's Name]. We are dedicated to [briefly describe your organization's mission]. We have been following your work at [Recipient's Organization Name] and greatly admire your contributions to [mention specific projects or initiatives].

We believe that a collaboration between our organizations could significantly enhance our efforts to [state the goal of the collaboration]. We would love the opportunity to discuss how we can work together to achieve this goal.

We propose a meeting at your convenience to explore this potential collaboration further. Please let us know your available dates and times, and we will do our best to accommodate.

Thank you for considering our request. We are excited about the possibility of working together toward our shared vision.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Contact Information]