

# Collaboration Request

Date: [Insert Date]

To: [Stakeholder's Name]

[Stakeholder's Title]

[Company/Organization Name]

[Address]

Dear [Stakeholder's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company/Organization]. We are currently working on [briefly describe your project or initiative] and believe that your expertise and resources could greatly enhance our efforts.

We are seeking to collaborate with you on this project to [describe the specific objective of the collaboration]. We admire the work that [Stakeholder's Company/Organization] has done in [mention relevant achievements or areas of expertise], and we feel that a partnership could lead to beneficial outcomes for both parties.

Would you be available for a brief meeting to discuss this potential collaboration in more detail? We are eager to explore how we can work together effectively, and your insight would be invaluable to our project.

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

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Email]

[Your Phone Number]