

# Formal Request for Collaboration

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request your collaboration on a health initiative that aims to [briefly describe the initiative and its goals]. We believe that by working together, our organizations can significantly enhance the impact of this initiative and reach our shared goals of improving community health outcomes.

We are particularly interested in [specific areas of collaboration], and we are eager to discuss how our combined resources and expertise can lead to successful implementation of the initiative.

Please let me know a convenient time for us to meet or discuss this proposal further. I am looking forward to the possibility of working together.

Thank you for considering this request. I hope to hear from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]