

Collaboration Proposal

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Your Organization]. We are dedicated to [brief description of your organization's mission and activities].

We have been following the impactful work of [Recipient's Organization] in our community, particularly your efforts in [specific area of their work]. We believe that a collaboration between our organizations could significantly enhance the support and services provided to those we serve.

We propose a partnership focused on [specific project or initiative]. This collaboration could involve [briefly outline potential activities or contributions from each organization]. We are confident that by joining forces, we can [describe potential outcomes or benefits].

We would love the opportunity to discuss this proposal further and explore how we can work together. Please let me know if you are available for a meeting at your convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]