

# Request for Collaboration on Pilot Project

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to propose a collaboration between [Your Organization] and [Recipient Organization] on an exciting pilot project that aims to [briefly describe the purpose of the project].

Given your organization's expertise in [mention relevant expertise or background], we believe that a partnership would yield significant benefits and innovative solutions for both parties. We envision this project focusing on [mention specific goals or outcomes of the project].

We would love the opportunity to discuss this proposal further, explore potential synergies, and outline the steps for collaboration. Are you available for a meeting or a phone call in the coming weeks?

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]