

Media Collaboration Request

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to discuss a potential collaboration between [Your Company/Organization] and [Recipient Company/Organization]. We believe that our combined efforts could yield mutually beneficial results and engage our audiences effectively.

We are particularly interested in [briefly state the nature of the collaboration, e.g., a joint event, co-produced content, etc.]. We think that [mention any relevant advantages or synergies the collaboration would bring].

We would be delighted to schedule a meeting to discuss this opportunity further and explore how we can work together. Please let me know your availability in the coming days.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization]