

# Collaboration Request for [Project Name]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are reaching out to explore a potential collaboration opportunity for our upcoming project, [Project Name]. We believe that [Recipient's Company] aligns perfectly with our vision and objectives, and your expertise in [specific area] would greatly enhance the success of this initiative.

Our project aims to [briefly describe the project goal and its significance]. We are currently seeking a sponsor who can provide resources and support to help us achieve our objectives. We envisage a partnership where both organizations can leverage mutual strengths to create impactful outcomes.

We would love the opportunity to discuss this collaboration further and explore how we can work together. Please let us know a suitable time for you to meet or have a call. Thank you for considering our proposal. We look forward to the possibility of working together.

Warm regards,

[Your Name]

[Your Position]

[Your Company]