

Collaboration Request for Workshop

Date: [Insert Date]

[Your Name]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a collaboration for an upcoming workshop that aims to [briefly describe the purpose of the workshop]. We believe that partnering with [Recipient's Organization] would greatly enhance the impact and reach of this initiative.

The workshop is scheduled for [insert date] and will take place at [insert location]. We anticipate an audience of [insert expected number] participants, including [describe target audience].

We would be thrilled to discuss potential collaboration opportunities, including co-hosting the event, sharing resources, and leveraging your expertise in [specific area]. Please let us know a convenient time for you to discuss this proposal further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]