

# Conference Collaboration Proposal

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[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 the upcoming [Conference Name] scheduled to be held on [Conference Dates] at [Location]. As both our organizations share a commitment to [Common Goal/Interest], I believe that a partnership would be mutually beneficial.

We envision a collaborative effort that could include [specific ideas for collaboration, e.g., joint workshops, shared sessions, or co-branded materials]. This would not only enhance the overall experience for attendees but also provide a platform to showcase our shared expertise.

I would welcome the opportunity to discuss this proposal further and explore how we can work together to make this conference a success. Please let me know a convenient time for us to connect.

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

Warm regards,

[Your Name]

[Your Position]

[Your Organization]