

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a formal collaboration between [Your Organization] and [Recipient's Organization]. As both our entities share a commitment to [insert common goal or interest], I believe that a partnership could yield significant benefits for our respective missions.

We are particularly interested in exploring avenues for collaboration in [specific area of interest]. By working together, we can enhance our efforts and drive impactful results. I would like to propose a meeting to discuss this proposal in greater detail and explore how best we can align our initiatives.

Please let me know your available times, and I will do my best to accommodate. I am looking forward to the opportunity to collaborate with you and your esteemed organization.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]