

Collaboration Proposal for Conference Program Booklet

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are excited to announce that we will be hosting the upcoming [Conference Name] on [Conference Dates], and we believe that a collaboration with [Recipient Organization] would greatly enhance the value of this event.

The theme of this year's conference is [Insert Theme], and we are focused on bringing together thought leaders and professionals in [Relevant Field/Industry]. We would like to propose a collaboration that includes [Briefly outline collaboration ideas, such as sponsorship, co-hosting sessions, etc.].

We feel that your organization aligns closely with the goals of this conference, and we would be thrilled to feature your work in our program booklet. Your participation will not only enrich the content but also provide your organization with visibility among a diverse audience of industry peers.

We would love to discuss this proposal further and explore how we can work together to make the [Conference Name] a success. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting at your convenience.

Thank you for considering this opportunity. We look forward to the possibility of partnering with you!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]