

# Collaboration Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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. My name is [Your Name], and I am [Your Position] at [Your Organization]. We share a commitment to [insert common goals or interests], and I believe there is an opportunity for us to collaborate effectively.

At [Your Organization], we are currently focused on [briefly describe your current project/goal]. I am impressed by [Recipient's Organization]'s work in [describe recipient's relevant work or project] and believe a collaboration could yield significant benefits for both our organizations.

I would appreciate the opportunity to discuss this potential collaboration further. Please let me know your availability for a meeting, or feel free to suggest a time that works best for you.

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

Best regards,

[Your Name]  
[Your Position]  
[Your Organization]