

# Proposal for Collaboration

Date: [Insert Date]

[Facilitator's Name]

[Facilitator's Title]

[Facilitator's Organization]

[Facilitator's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Facilitator's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Title/Position] at [Your Organization]. We have been exploring opportunities to enhance our offerings and believe that collaborating with you as a workshop facilitator could be mutually beneficial.

We are particularly impressed with your expertise in [specific skills or subject matter] and would like to propose a partnership for an upcoming workshop scheduled for [workshop date]. Our aim is to [state the purpose of the workshop and its target audience], and we believe your facilitation could add tremendous value.

The details we envision for the collaboration include:

- Workshop Title: [Insert Title]
- Duration: [Insert Duration]
- Location: [Insert Location] / Online
- Expected Audience: [Insert Audience Type]

We would be thrilled to discuss this proposal further and explore how we can work together. Please let us know your available times for a meeting, so we can delve deeper into this opportunity.

Thank you for considering this collaboration. We look forward to the possibility of working together!

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Email Address]

[Your Phone Number]