

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Title] at [Your Organization]. We specialize in collections management services, and I am reaching out to explore potential collaboration opportunities between our organizations.

Our team has extensive experience in [briefly describe relevant services or expertise, e.g., inventory management, collections assessment, digitization]. We have successfully partnered with organizations similar to yours, helping them enhance their collections, improve accessibility, and ensure the preservation of valuable items.

I would love the opportunity to discuss how we can support [Recipient Organization] in achieving its collections management goals. Are you available for a brief call or meeting in the coming weeks?

Thank you for considering this partnership. I look forward to hearing from you soon.

Warm regards,

[Your Name]
[Your Title]
[Your Organization]