

Collaboration Proposal Template

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Museum/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Your Museum/Organization Name]. We are reaching out to propose an exciting collaboration between our institutions that we believe could benefit both parties.

Our museum has a rich collection of [briefly describe your museum's focus or collections], and we are keen to explore new ways to engage our audiences and promote educational opportunities. Given your museum's commitment to [mention the recipient's museum's strengths or reputation], we see a promising alignment of our missions.

We propose to collaborate on [briefly outline the proposed collaboration, e.g., an exhibition, educational program, research project, etc.], which can provide unique experiences for our visitors and enhance our outreach efforts.

We would love the opportunity to discuss this proposal further and explore how we can work together for mutual benefit. Please let us know a convenient time for you to meet or to have a call to discuss this exciting opportunity.

Thank you for considering this proposal. We look forward to the possibility of collaborating and creating something exceptional together.

Sincerely,

[Your Name]

[Your Title]

[Your Museum/Organization Name]

[Your Contact Information]