

# Co-Creation Project Outline

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are excited to present the outline of our proposed co-creation project titled "[Project Title]." This initiative aims to foster collaboration between our teams to achieve [Project Goals]. Below is a brief overview of the project:

## Project Overview

[Insert a brief description of the project and its purpose.]

## Goals and Objectives

- [Goal 1]
- [Goal 2]
- [Goal 3]

## Key Activities

1. [Activity 1]
2. [Activity 2]
3. [Activity 3]

## Timeline

[Insert proposed timeline for the project.]

## Roles and Responsibilities

[Clarify roles of each party involved in the project.]

## **Next Steps**

We would appreciate the opportunity to discuss this proposal in further detail. Please let us know your availability for a meeting.

Thank you for considering this collaboration. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]