

# Collaboration Proposal

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a collaboration between [Your Company Name] and [Recipient Company Name] that aligns our strengths in technology and innovation.

At [Your Company Name], we specialize in [briefly describe your company's focus/technology]. We believe that by collaborating with [Recipient Company Name], we can leverage our combined expertise to create [describe intended outcome, e.g., innovative solutions, market expansion, etc.].

We would like to schedule a meeting to discuss this proposal further and explore potential ways we can work together effectively. Please let us know your available times for a call or meeting within the next few weeks.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]