

Letter of Collaboration

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are excited to propose a collaboration between [Your Company Name] and [Recipient's Company Name] to enhance our inter-company shared services. This initiative aims to streamline our processes, reduce costs, and improve service quality for both organizations.

As part of this collaboration, we intend to focus on the following areas:

- Service Level Agreements (SLAs) establishment
- Data sharing protocols
- Joint training programs
- Performance metrics tracking

We believe that by combining our strengths, we can achieve greater efficiency and drive success. We would like to schedule a meeting to discuss this collaboration in more detail at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]