

# Collaboration Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

## **To:**

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

## **Dear [Recipient's Name],**

I hope this message finds you well. I am reaching out to explore a potential collaboration between [Your Company Name] and [Recipient's Company Name] aimed at leveraging our respective strengths for mutual benefit.

At [Your Company Name], we specialize in [Briefly describe your services/strengths]. We believe that by joining forces, we can [Describe the potential benefits of collaboration].

I would love the opportunity to discuss this further and explore how we can create synergies between our organizations. Could we schedule a meeting at your earliest convenience?

Thank you for considering this proposal. I look forward to your positive response.

**Sincerely,**

[Your Name]

[Your Position]

[Your Company Name]