

Project Proposal Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the possibility of collaborating on an engineering project that we are currently developing. Our project focuses on [brief description of the project] and we believe that your expertise in [recipient's area of expertise] would greatly enhance the outcomes.

We would appreciate the opportunity to discuss this further and explore how we might work together to achieve our mutual goals. Please let us know your availability for a meeting, either in person or via a virtual platform.

Thank you for considering our inquiry. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]