

# Workshop Proposal Request for Collaboration

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a collaborative workshop titled "[Workshop Title]," which aims to [briefly describe the objectives and importance of the workshop].

Given [mention any relevant background or expertise of your organization], we believe that a partnership with [Recipient's Organization] would greatly enhance the effectiveness and reach of this initiative.

We are looking to schedule this workshop on [proposed dates], and it would be attended by [mention target audience]. Our preliminary agenda includes [briefly outline main topics or activities planned].

We would love to discuss this proposal further and explore how our organizations can work together to make this workshop a success. Please let us know your availability for a meeting to discuss this exciting opportunity.

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

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Phone Number]

[Your Email]