

Subject: Collaboration Opportunity with [Your Agency Name]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Agency Name]. We specialize in [briefly describe your agency's specialty, e.g., strategic communications, media relations].

We have been following your work at [Recipient's Company/Organization] and are impressed by [mention something specific about their work]. Given our mutual goals in [identify a common interest], I believe there is a great opportunity for collaboration between our teams.

We would love to discuss how we can work together on [mention any specific project or initiative] that can help [describe the benefit of the partnership].

Please let us know your availability for a brief chat in the coming weeks. We are excited about the prospect of partnering with you and look forward to your response.

Best regards,

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