

Letter of Collaboration

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to propose a collaboration that I believe would be mutually beneficial for our organizations.

At [Your Organization], we specialize in [brief description of your organization's focus]. I admire the work that [Recipient Organization] is doing in [brief description of the recipient organization's focus], and I see potential for us to work together on [specific project or initiative].

This collaboration could [describe the benefits for both organizations]. I would love the opportunity to discuss this idea further and explore how we can align our efforts for greater impact.

Please let me know a convenient time for you to meet or if you would prefer a phone call. I look forward to the possibility of working together.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]