

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

We are excited to explore the potential for collaboration between [Your Organization] and [Recipient Organization]. As partners in [briefly describe the field or project], we believe that combining our strengths could lead to impactful outcomes.

This letter serves as a formal request for a partnership collaboration assessment. We would like to discuss the following key areas:

- Shared Goals and Objectives
- Resource Allocation
- Roles and Responsibilities
- Performance Metrics and Evaluation Methods
- Tentative Timeline and Milestones

Please let us know your availability for a meeting to initiate this discussion. We look forward to the opportunity to work together and create value for both organizations.

Thank you for considering this partnership. We eagerly await your response.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Organization]