

Collaboration Request for Innovation Project

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in collaborating with [Recipient's Organization] on an innovative project that aims to [briefly describe project goals]. Given your expertise in [recipient's area of expertise], I believe that a partnership could yield substantial benefits for both our organizations.

Our project focuses on [expand on project details and relevance]. We aim to [mention specific objectives], and your contribution would be invaluable in achieving these aims.

Please let me know if you would be open to discussing this collaboration further. I look forward to the possibility of working together to create impactful solutions.

Thank you for considering this opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]