

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a collaborative partnership between [Your Organization] and [Recipient Organization] for the purpose of [briefly describe the project or initiative]. We believe that by working together, we can achieve [state the goals or outcomes of the project].

Our organization brings [mention your organization's strengths or resources], and we are confident that combining our efforts with your expertise in [mention recipient organization's strengths or resources] will lead to successful outcomes for both parties.

We would like to schedule a meeting to discuss this proposal in more detail and explore how we can align our efforts. Please let us know your availability for a meeting in the upcoming weeks.

Thank you for considering this partnership opportunity. We are looking forward to the possibility of collaborating with you.

Best regards,

[Your Name]

[Your Position]

[Your Organization]