

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my intent to collaborate with [Company Name] on innovative business ideas that can lead to mutual growth and success. Given our shared interests in [specific area/sector], I believe that our combined expertise can result in significant advancements.

I propose that we schedule a meeting to discuss potential collaboration opportunities, including [mention specific ideas or projects]. I am confident that together we can create a compelling strategy that benefits both parties.

Thank you for considering this opportunity. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]