

Collaboration Proposal for Author Signing Event

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 propose a collaborative venture between [Your Organization] and [Recipient's Organization] for an upcoming author signing event featuring [Author's Name]. This collaboration aims to enhance our community engagement while promoting literacy and the joy of reading.

We believe that by combining our resources and networks, we can create an unforgettable experience for attendees, fostering a love for literature and connecting readers with authors in a meaningful way.

The proposed event details are as follows:

- **Date:** [Insert Proposed Date]
- **Location:** [Insert Proposed Location]
- **Expected Attendance:** [Insert Estimated Number of Attendees]

We would love to discuss this proposal further and explore how we can work together to make this event a success. Please let me know your availability for a meeting in the coming weeks.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]