

# Collaboration Proposal

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Business Name]  
[Your Business Address]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Business Name]  
[Recipient Business Address]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Business Name]. We are a [brief description of your business] located in [your location].

We have been following your work at [Recipient Business Name] and are impressed by your commitment to [mention something specific about their business]. We believe that a collaboration between our businesses could be mutually beneficial and create additional value for our customers.

I would like to propose a meeting to discuss possible collaboration opportunities, such as joint marketing campaigns, cross-promotions, or community events. I believe that our combined strengths can lead to exciting possibilities.

Please let me know your availability for a meeting at your earliest convenience. I look forward to the opportunity to work together.

Thank you for considering this proposal.

Sincerely,

[Your Name]  
[Your Position]  
[Your Business Name]