

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Recipient's Address Line 1]  
[Recipient's Address Line 2]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally inquire about scheduling a meeting to discuss a potential project collaboration between our organizations. We are interested in exploring partnership opportunities, clarifying mutual objectives, and identifying key areas for cooperation to ensure a successful project outcome.

The purpose of this meeting would be to:

- Introduce our respective teams and their expertise
- Discuss the project's objectives, scope, and timelines
- Identify collaborative approaches and potential challenges
- Establish next steps and assign responsibilities

Please let us know your availability within the next two weeks for this meeting. We can accommodate a time and location that is most convenient for you or arrange a virtual meeting if preferred.

We look forward to your response and to the possibility of working together on this exciting initiative. If you require additional information prior to the meeting, please feel free to contact me at [your phone number] or via email at [your email address].

Thank you very much for your time and consideration.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company/Organization]