

Sample Formal Letter for Business Proposal for Collaboration

[Your Company Letterhead]

[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to you on behalf of **[Your Company Name]** to formally propose a business collaboration between our organizations. We have closely followed your company's progress in the [industry/sector], and we believe that a strategic partnership would be mutually beneficial.

Our proposal centers on **[briefly state the main goal of the collaboration, e.g., co-developing a new product/offering joint services]**. Through our combined expertise and resources, we are confident that this partnership will create substantial value for both parties, enhance market reach, and drive innovation.

Key benefits of this collaboration include:

- Access to new markets and customer segments
- Shared resources and expertise
- Enhanced product/service offerings
- Potential for increased revenue and growth

We propose the following terms for initial discussion:

- [Summary of proposed roles and responsibilities]
- [Outline of collaboration timeline]
- [Key deliverables and milestones]
- [Any other relevant terms]

We would be pleased to discuss this proposal in further detail at your earliest convenience. Please let us know a suitable time for a meeting or call to explore this opportunity further.

Thank you for considering this proposal. We look forward to the possibility of working together and forging a successful partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]
[Email Address]
[Phone Number]