[https://www.google.com/search?biw=1536&bih=722&tbm=isch&sa=1&ei=rbJTXYfnIcudsAf4q57gDQ&q=letter+of+collaboration+sample&oq=letter+of+colla+sample&gs\_l=img.3.0.0i7i30j0i8i7i30l5.1336.2421..3855...0.0..0.245.1021.0j3j2......0....1..gws-wiz-img.......0i7i10i30.QKF\_X6QC\_U0#imgrc=7p4oEd0lS0BR6M:](https://www.google.com/search?biw=1536&bih=722&tbm=isch&sa=1&ei=rbJTXYfnIcudsAf4q57gDQ&q=letter+of+collaboration+sample&oq=letter+of+colla+sample&gs_l=img.3.0.0i7i30j0i8i7i30l5.1336.2421..3855...0.0..0.245.1021.0j3j2......0....1..gws-wiz-img.......0i7i10i30.QKF_X6QC_U0" \l "imgrc=7p4oEd0lS0BR6M:)

<http://web.mit.edu/smadnick/www/LIGHT/Light2003-ltrs-v08.pdf>

Dear Sir,

It is my pleasure writing you a letter confirming our interest at Skyline Technologies in collaborating with you on the (research/project/business) described in your proposal entitled “…”.

Skyline Technologies is a well-established company in information technologies, and has a keen interest in further understanding and researching Artificial Intelligence.

Iraq is a prosperous consuming market of Chinese products. I would like to suggest that you establish in Iraq a high technology research center for Artificial Intelligence to deal with many disciplines of AI. This research center will open great opportunities for your company in particular and for China business in general. It will cover not just Iraq but the whole area of the Middle East.

I would be actively involved in this collaboration by providing support in the form of external relations, offering insights and inputs on areas that that we see as challenging, and applying theories, methodologies and technologies.

We look forward to an active role in this collaboration.

Sincerely,

Prof. Dr. Abid Thyab Al Ajeeli

Former Minister of Higher Education & Scientific Research

Joan Lau   
123 Main Street   
Anytown, CA 12345   
555-555-5555   
joan.lau@myemail.com

September 1, 2018

Steven Kramer   
Director, Human Resources   
Acme Office Supplies   
123 Business Rd.   
Business City, NY 54321

Dear Mr. Kramer,

I’m writing today to invite you or another representative from your company to speak at the annual Metropolitan Business Conference, which will be held at North Branch Hotel, January 15 - 18, 2019.

The theme of our upcoming conference is finding and hiring employees who fit company culture. With the growth that your company has seen in the past five years, I believe you would have much to offer our audience.

As part of the speaker’s package, we offer a modest honorarium and a table for six at the Saturday night dinner.

If you have any questions or wish to know more about the speaking opportunity, please let me know. My cell phone number is 555-555-5555, and my email is joan.lau@myemail.com.

I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Your signature (hard copy letter)

Joan Lau