[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Proposal to Collaborate on a Joint Webinar/Event**

Dear [Recipient’s Name],

I hope this message finds you well. I am writing to propose an exciting opportunity for collaboration between [COMPANY NAME] and [RECIPIENT’S COMPANY NAME] to co-host a [webinar/event] focused on [*topic or theme, e.g., industry trends, best practices, or a shared area of expertise*].

**Event Objectives**

The goal of this [webinar/event] is to:

* Engage with our shared audience by providing valuable insights and actionable takeaways.
* Strengthen brand visibility and reinforce our position as thought leaders in [industry/topic area].
* Foster networking opportunities and deepen relationships with potential clients, partners, and stakeholders.

**Proposed Details**

* **Format**: [*e.g., Live webinar, hybrid event, panel discussion, or workshop*]
* **Date & Time**: [*Proposed date and time, flexible based on mutual convenience*]
* **Duration**: [*Length of event, e.g., 1 hour*]
* **Target Audience**: [*Audience demographics, e.g., industry professionals, decision-makers, etc*.]
* **Roles**: [*Briefly outline the expected contributions from each party, e.g., speakers, promotional support, etc.*]

**Benefits of Collaboration**

By partnering on this event, we can:

* Leverage each other’s expertise and resources for greater impact.
* Reach a broader audience through combined promotional efforts.
* Share the cost and effort of planning while maximizing ROI.

**Next Steps**

We would love to schedule a meeting to discuss this proposal further and align on key details. Please let us know your availability for a quick call or meeting in the coming weeks.

If you have any suggestions or questions, feel free to contact [Name, Title] at [Email Address/Phone Number].

Thank you for considering this proposal. We are excited about the potential to collaborate and look forward to hearing your thoughts!

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]