To,

[Name of the recipient],

[Recipient’s Designation]

[Name of recipient’s organization]

[Address of Organization],

[Date],

**Subject: Letter of Invitation for a Business Collaboration**

It’s my pleasure to write this invitation letter to you for the purpose of collaboration of our companies. As per our previous conversation, we are sending the planning and requirements as well as the target of our company [name of the Company]. All the related documents are being attached with this letter for your further knowledge.

We can guarantee you about the great performances and the dedication of our employees for their work. We will be willing to provide you with as much help and services as possible. We are eagerly waiting to get your precious ideas and suggestions to enrich the future of our company.

You will not be disappointed by collaborating with our company.

Looking forward to your positive response.

With thanks,

Regards,

[Sender Name],

[Sender Designation]