

# Addressing a Formal Letter to Multiple Recipients

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**To Whom It May Concern:**

**Ms. Jane Smith, Director**

**Mr. John Doe, Manager**

**Ms. Emily White, Coordinator**

XYZ Company

123 Business Avenue

City, State, Zip Code

October 11, 2024

Dear Ms. Smith, Mr. Doe, and Ms. White,

**Subject: Proposal for Enhanced Collaboration**

I am writing to you collectively to propose an enhanced collaboration strategy between our companies. Our teams have interacted at various levels in the past, but I believe a structured partnership could yield substantial benefits for both sides, especially in the areas of technology integration and product development.

Given XYZ Company's reputation for innovation and the complementary nature of our products and services, I am confident that a strategic alliance would be mutually beneficial. We have identified several potential areas for collaboration that could enhance our efficiencies, increase market penetration, and deliver greater value to our customers.

We propose a meeting to discuss this potential in detail, where we can present our ideas and explore your feedback. We are keen to align our strategies to ensure that any partnership would be robust and effective.

Please let me know your availability for a preliminary discussion. I am flexible with dates and times and would be happy to accommodate your schedules. We are looking forward to exploring how we can work together to achieve outstanding results.

Thank you for considering this proposal. I am eager to receive your feedback and hopefully, to set the stage for a fruitful collaboration.

**Sincerely,**

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]