

Letter of Joint Venture Request

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: Joint Venture Request for Charity Event Collaboration

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a collaboration between [Your Organization] and [Recipient Organization] for an upcoming charity event aimed at [briefly state the purpose of the charity event, e.g., supporting local families in need].

Our organization has been committed to [briefly discuss your organization's mission and previous charity work]. We believe that partnering with [Recipient Organization] would enhance our efforts and make a significant impact on our community.

We are planning the event on [date] at [location]. We envision a collaborative effort where both organizations can leverage their strengths to achieve a common goal. This could involve joint marketing efforts, shared resources, and an exciting program that highlights both organizations' contributions to the cause.

We would love to discuss this opportunity with you further and explore how we can work together to make this event a success. Please let us know your availability for a meeting or a call in the coming weeks.

Thank you for considering our proposal. We look forward to the possibility of working together to support [mention the charity cause].

Warm regards,
[Your Name]
[Your Position]
[Your Organization]