

Partnership Request Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a resource-sharing partnership between [Your Organization] and [Recipient Organization]. Our organizations share a common mission to [briefly explain the common mission or goals], and I believe that by collaborating, we can enhance our impact on the community.

We are looking to share resources such as [list specific resources: manpower, equipment, information, etc.], and I believe that your organization would greatly benefit from this arrangement as well. By pooling our resources, we can [explain potential benefits: reach more people, reduce costs, increase efficiency, etc.].

I would appreciate the opportunity to discuss this partnership further and explore how we can work together effectively. Please let me know a suitable time for us to meet or have a call.

Thank you for considering this partnership opportunity. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]