

Partnership Request for Community Service Project

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Club Name]

[Your Club Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To [Recipient's Name],

[Recipient's Title]

[Recipient's Organization/Club Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing on behalf of [Your Club Name] to propose a partnership for an upcoming community service project titled "[Project Title]" that aims to [briefly describe the purpose and goal of the project].

This project is scheduled to take place on [insert date(s)] at [location]. We believe that by joining forces, we can maximize our impact and foster a spirit of community engagement among our members and the residents of [community name].

We would be honored to have [Recipient's Club Name] involved in this initiative. We envision collaboration in areas such as [mention specific collaboration opportunities, e.g., volunteer mobilization, resource-sharing, or promotion].

We would love to discuss this opportunity further and explore ways in which we can support each other's goals. Please let us know a convenient time for us to meet or have a call.

Thank you for considering this partnership. We look forward to the possibility of working together to make a positive difference in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Club Name]