

# Partnership Proposal for Historical Records Project

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose a partnership between [Your Organization's Name] and [Recipient's Organization's Name] in undertaking a historical records project that aims to preserve and promote the rich heritage of our community.

As you may know, [Briefly describe the significance of the historical records and the goals of the project]. Our organization believes that by collaborating with [Recipient's Organization's Name], we can enhance the reach and impact of this initiative, ensuring that these important records are accessible to future generations.

We propose the following areas of collaboration:

- Joint funding applications to support the project
- Sharing of resources and expertise
- Co-hosting community outreach events

We would greatly appreciate the opportunity to discuss this proposal further and explore how our organizations can work together effectively. Please let me know your availability for a meeting in the coming weeks.

Thank you for considering this partnership opportunity. We look forward to the possibility of collaborating on this important project.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]