

# Collaboration Request for Charity Outreach Initiatives

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing on behalf of [Your Organization] to propose a collaboration between our organizations for upcoming charity outreach initiatives. As you may know, our mission is to [Brief Description of Your Organization's Mission] and we believe that by joining forces, we can make a greater impact in our community.

We are planning to [Brief Description of the Initiative] and would love to partner with [Recipient Organization] to expand our reach and effectiveness. We believe that your organization's values align closely with ours, and together we can create a meaningful difference.

We would be thrilled to discuss this opportunity further and explore how we can combine our resources and expertise. Please let us know a suitable time for you to meet or if you prefer a phone call.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]