

Partnership Outreach Letter

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Title] at [Your Organization]. We are a [brief description of your organization and its mission]. We are reaching out to seek a collaborative partnership that aims to [briefly explain the philanthropic goals and objectives].

At [Your Organization], we believe that together we can create a significant impact in our community by [mention specific initiatives or programs]. We have noticed that [Recipient Organization] shares similar values, and we believe that our combined efforts can [mention potential benefits of the partnership].

We would greatly appreciate the opportunity to discuss this potential partnership further and explore how we can work together to achieve our shared goals. Please let us know a convenient time for you to meet or if you would prefer a phone call.

Thank you for considering this opportunity for collaboration. We look forward to your positive response and hope to foster a meaningful partnership.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]