

Collaboration Proposal for Community Event

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Organization/Company Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name] and I am [Your Position] at [Your Organization]. We are excited to propose a collaboration for an upcoming community event aimed at [describe purpose or mission].

The event is scheduled for [Event Date] at [Event Location] and aims to bring together members of our community to [describe activities or goals of the event]. We believe that partnering with [Recipient's Organization] would greatly enhance the event's impact as well as serve our shared mission of [common goals].

We would love the opportunity to discuss how we can work together on this initiative. Please let us know a convenient time to meet or if you prefer to discuss this over a call.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]