

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Community Name]

[Organization Address]

[City, State, Zip Code]

**Dear [Recipient's Name],**

I hope this message finds you well. I am writing to express my interest in co-hosting the upcoming community newsletter alongside [Organization/Community Name]. I believe that collaboration in this effort can greatly enhance the content and engage our community more effectively.

With my background in [Your Background/Experience], I am confident that I can contribute valuable insights and ideas that will resonate with our audience. I am particularly excited about the possibility of addressing [specific topics or themes you are interested in].

I would love the opportunity to discuss this further and explore how we can combine our efforts to create a dynamic and informative newsletter for our community.

Thank you for considering my proposal. I look forward to your response.

Sincerely,

[Your Name]