

Outreach Collaboration Proposal

[Your Name]
[Your Position]
[Library Name]
[Library Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a collaboration between [Library Name] and [Organization Name] to enhance our outreach initiatives and serve our community more effectively.

Our library aims to [brief summary of outreach goals], and we believe that partnering with [Organization Name] will allow us to [explain benefits of collaboration].

We would like to organize [describe proposed activities or programs], which could greatly benefit our audiences. Together, we can foster community engagement and provide invaluable resources.

I would appreciate the opportunity to discuss this proposal further. Please let me know a convenient time for us to meet or if you would prefer a virtual meeting.

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

Sincerely,
[Your Name]
[Your Position]
[Library Name]