

Co-Organizing Conference Letter

Date: [Insert Date]

Dear [Co-Organizer's Name],

I hope this message finds you well. We are excited to discuss the opportunity to co-organize the upcoming [Conference Name] scheduled for [Date] at [Location]. This event aims to bring together leaders in the nonprofit sector to share insights, network, and foster collaboration.

As partners, we believe that our combined expertise and resources will enhance the overall impact of the conference. We would like to propose a meeting to discuss our roles, responsibilities, and ways to maximize outreach.

We envision a successful conference that not only meets our organizations' goals but also serves the broader community effectively. Please let us know your availability for a meeting in the coming weeks.

We look forward to your positive response!

Warm regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]