

Dear [Recipient's Name],

We are excited to announce the kickoff of our collaboration with [Charity Organization Name]. This partnership aims to [briefly describe the purpose of the collaboration].

The kickoff meeting is scheduled for [Date] at [Time], and will be held at [Location/Virtual Link]. We will discuss our goals, outline action steps, and set timelines to ensure a successful partnership.

Your involvement in this initiative is invaluable, and we are eager to work together to make a positive impact on our community.

Thank you for your commitment to this cause. Please confirm your attendance and feel free to reach out with any questions.

Best regards,
[Your Name]
[Your Position]
[Your Organization]
[Contact Information]