

Letter of Inquiry for Collaboration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Farmers Market Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [your position or role] at [Your Organization/Company]. We are dedicated to [briefly describe your mission or purpose].

I am writing to express our interest in collaborating with [Farmers Market Name] to [briefly state the purpose of the collaboration, e.g., "promote locally sourced produce," "organize events," etc.]. We believe that together we can [describe potential benefits of the collaboration].

We would love the opportunity to discuss this further and explore ways we can work together to [reiterate goals or shared visions]. Please let me know a convenient time for you to meet or if we can arrange a phone call.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization/Company]