

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a collaboration between [Your Organization's Name] and [Recipient's Organization's Name] for an upcoming charity sports tournament aimed at [briefly describe the purpose of the tournament, e.g., raising funds for a specific cause].

The tournament is expected to take place on [insert date] at [insert location]. Our goal is to bring together community members and sports enthusiasts while supporting [insert cause or beneficiary]. We believe that with your involvement, we can create a significant impact and draw more participants.

We would be thrilled to collaborate with your organization in the following ways:

- Joint sponsorship opportunities
- Promotional activities leading up to the event
- Volunteer support to help with tournament logistics

We would love to schedule a meeting to discuss this opportunity further and explore how we can work together for this noble cause. Please let us know your availability for a conversation in the coming weeks.

Thank you for considering this collaboration. We look forward to the possibility of working together for a meaningful impact.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Phone Number]

[Your Email Address]