

Partnership Inquiry Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization/School Name]
[Your Organization Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization/School Name]. We are reaching out to explore a potential partnership with [Recipient Organization Name] in our literacy tutoring initiative aimed at improving reading and writing skills among [target demographic or age group].

We believe that by collaborating, we can leverage our collective resources and expertise to make a significant impact in our community. Our program has successfully [briefly mention any achievements or outcomes], and we are keen to expand our efforts through strategic partnerships.

We would love the opportunity to discuss this further and explore ways we can work together to enhance literacy skills in our area. Please let us know a convenient time for you to meet or discuss this opportunity over the phone.

Thank you for considering this partnership. We look forward to your positive response.

Sincerely,
[Your Name]
[Your Position]
[Your Organization/School Name]