

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

[Date]

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I represent [Your Organization], a non-profit organization dedicated to [briefly describe your mission and goals]. We are currently embarking on a project aimed at [describe the charity project], and I am reaching out to explore the possibility of collaborating with [Recipient Organization].

As you may know, [provide some context about the project and its importance]. We believe that partnering with your esteemed organization could amplify our efforts and create a more significant impact in the community.

We would love the opportunity to discuss this collaboration further and explore how we can work together to achieve our mutual objectives. I am happy to arrange a meeting at your earliest convenience to discuss this initiative.

Thank you for considering this opportunity to join forces for a noble cause. I look forward to your response.

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