

# Community Partnership Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Organization] to explore the possibility of forming a partnership to benefit our community.

At [Your Organization], we are dedicated to [brief description of your organization's mission or purpose]. We believe that by collaborating with [Recipient's Organization], we can enhance our efforts and create a lasting impact.

We propose to [briefly describe the proposed partnership or project and its potential benefits]. We truly believe this collaboration will [mention outcomes or objectives].

We would love the opportunity to discuss this proposal further and explore how we can work together for the betterment of our community. Please let us know a convenient time for you to meet.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]