

[Your Name]

[Your Title]

[Foundation Name]

[Foundation Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Foundation Name], a charitable foundation dedicated to [briefly describe foundation's mission and goals]. Our mission is to [specific focus areas, e.g., support education, improve community health, promote the arts].

We are always seeking to expand our network of like-minded organizations and individuals who share our commitment to [key mission aspects]. I am reaching out to explore opportunities for collaboration or partnership that could amplify our efforts and impact in the community.

I would love to schedule a time to discuss potential synergies between our organizations. Please let me know your available times, and I will do my best to accommodate.

Thank you for considering this opportunity. I look forward to the possibility of working together to make a meaningful difference.

Sincerely,

[Your Name]

[Your Title]

[Foundation Name]