

Partnership Inquiry for Local Community Project

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are currently planning a community project aimed at [briefly describe the project objective, e.g., improving local parks, providing educational resources, etc.], and we believe that partnering with [Recipient Organization] would greatly enhance its impact.

We admire the work that you have done in the community, particularly [mention any specific contributions by the recipient organization]. We feel that our combined efforts could [explain how the partnership could benefit the community].

I would be grateful for the opportunity to discuss this potential partnership with you further. Please let me know a convenient time for us to meet or have a conversation. I look forward to your positive response.

Thank you for considering this opportunity for collaboration.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]