

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a partnership between [Your Organization] and [Recipient's Organization] for our upcoming mentorship program, aimed at [briefly describe the program's purpose].

We believe that collaboration between our organizations can greatly enhance the impact of this initiative, and together we can foster growth and development for our participants. Our program will involve [brief description of the program logistics, such as duration, target audience, and key activities].

We would love the opportunity to discuss how we can work together to create a successful mentorship experience. Please let me know if you are available for a meeting or call to explore this partnership further.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]