

# Collaboration Request Letter

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Title] at [Your Organization]. We are a nonprofit organization dedicated to [brief description of your organization's mission and goals].

We are reaching out to explore the possibility of collaborating with [Recipient's Organization] for our upcoming event, [Event Name], scheduled for [Event Date]. This event aims to [brief description of the event's purpose and target audience].

We believe that partnering with [Recipient's Organization] would not only enhance the impact of our event but also provide a valuable opportunity for both our organizations to [mention the mutual benefits of collaboration].

We would love to discuss this collaboration in more detail and explore how we can work together to achieve our common goals. Please let us know a convenient time for you to meet or if you would prefer a phone call to discuss this further.

Thank you for considering our request. We look forward to the opportunity to collaborate with you.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]