

Capacity Building Partnership Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Organization Address]

[City, State, Zip Code]

Subject: Proposal for Capacity Building Partnership

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a capacity building partnership between [Your Organization] and [Recipient Organization] aimed at enhancing the skills and resources available to social service agencies in our community.

As dedicated professionals in this sector, we recognize the challenges faced by social service agencies and the critical need for effective training and resource sharing. Our proposed partnership seeks to address these challenges through collaborative workshops, skill development sessions, and resource networking.

Objectives of the Partnership:

- To enhance the operational capabilities of local social service agencies.
- To facilitate knowledge exchange and best practices among agency personnel.

- To establish a robust support network for ongoing professional development.

Proposed Activities:

1. Quarterly training workshops on relevant topics such as grant writing, program evaluation, and community engagement.
2. Regular networking events to foster collaboration and partnership among agencies.
3. Development of shared online resources and toolkits accessible to all participating organizations.

We believe that this partnership will significantly benefit our organizations and the communities we serve. I would appreciate the opportunity to discuss this proposal further and explore how we can work together.

Please let me know a convenient time for us to meet or have a call. Thank you for considering this partnership opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]