

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Collaboration Request

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are committed to [briefly describe your organization's mission and services].

We believe that by working together, our organizations can better serve our community and address the critical needs of [specific population or issue]. We would like to propose a potential collaboration that focuses on [briefly outline the purpose of the collaboration].

We would be delighted to discuss this idea further and explore how we can align our resources and efforts for greater impact. Please let us know a convenient time for you to meet, or feel free to contact me at [Your Phone Number] or [Your Email].

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]