

# Resource Sharing Request

Date: [Insert Date]

To: [Recipient's Name]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Your Agency's Name], a social service agency committed to [briefly describe your agency's mission or services].

We are currently working on [describe the project or program], which aims to [state the purpose and benefits of the project]. To achieve our goals effectively, we are seeking to partner with local organizations like yours for resource sharing.

Specifically, we would like to request [list specific resources needed, such as supplies, volunteer assistance, or financial support]. Your support would greatly enhance our efforts and ensure better service delivery to our community.

We believe that collaboration is key to fostering a stronger community, and we would be grateful for any assistance you could provide. We would love the opportunity to discuss this further and explore ways we can work together.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Agency's Name]

[Your Contact Information]