

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

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the possibility of resource sharing between [Your Organization] and [Recipient Organization]. As we are both committed to [briefly state the common goals or missions], I believe that collaborating in this manner could significantly enhance our respective efforts in serving the community.

We are particularly interested in [describe specific resources or services sought, e.g., training programs, informational materials, etc.]. In return, we can offer [describe what your organization can provide, e.g., access to volunteers, joint events, etc.].

I would appreciate the opportunity to discuss this proposal further and explore how our organizations can work together effectively. Please let me know a suitable time for us to connect.

Thank you for considering this request. I look forward to the possibility of collaborating with you.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]