

Media Inquiry for Collaboration

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are a social service agency dedicated to [briefly describe your organization's mission and services].

We have been following your efforts at [Recipient's Organization] and are impressed by your commitment to [specific aspect of their work]. We believe that a collaboration between our organizations could amplify our collective impact in the community.

We are keen to explore opportunities for partnership, particularly in areas relating to [mention specific programs, initiatives, or topics]. We believe that by combining our resources and expertise, we could develop impactful initiatives that would serve our shared goals.

We would appreciate the opportunity to discuss this potential collaboration further. Please let us know a convenient time for you to meet or if you prefer a virtual call.

Thank you for considering this opportunity. We look forward to the possibility of working together to serve our community better.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]