

Collaboration Request

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

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

Dear [Recipient Name],

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

We have been following the impactful work that [Recipient Organization Name] has been doing in the area of [specific area of work]. We believe that by collaborating, we can amplify our efforts and create a more significant impact in our community.

We would love the opportunity to meet with you to discuss potential collaboration avenues that could benefit both our organizations and those we serve. Our goal is to explore how we can align our resources and expertise to [mention the specific objectives you hope to achieve].

Please let us know a convenient time for you to meet, or if you prefer, we can arrange a call to discuss this further. We are excited about the possibility of working together and look forward to your response.

Thank you for considering this opportunity for collaboration.

Sincerely,
[Your Name]
[Your Title]
[Your Organization Name]