

Collaboration Request for Community Service Project

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are currently planning a community service project titled "[Project Name]," aimed at [briefly describe the project and its goals].

We believe that collaboration with [Recipient Organization] would greatly enhance the impact of this initiative. Your expertise in [relevant expertise or area] aligns perfectly with our objectives, and together, we can make a significant difference in our community.

We would like to invite you to collaborate on this project, and I would love to discuss how we can work together effectively. Please let me know a convenient time for us to meet and explore this opportunity further.

Thank you for considering this collaboration. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]