

# Co-Production Request Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are dedicated to producing [describe your content briefly, e.g., engaging and informative radio segments that cover various topics].

We are reaching out to explore the possibility of co-producing a series of radio segments that align with both our missions, focusing on [briefly describe the topic or theme]. We believe that combining our resources and expertise could result in compelling content that resonates with our audiences.

We propose to [outline any initial ideas for collaboration, such as joint interviews, shared stories, etc.]. We are eager to discuss how we can structure this partnership to benefit both parties.

Could we set up a meeting to discuss this further? I am available at your convenience and can be reached at [Your Phone Number] or [Your Email Address]. Thank you for considering this opportunity, and I look forward to your reply.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]