

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to propose a potential partnership between [Your Organization] and [Recipient Organization]. We believe that our mutual goals align, and by collaborating, we can enhance our impact on [specific area or cause].

[Briefly introduce your organization, its mission, and relevant projects or initiatives.]

We recognize the outstanding work being done at [Recipient Organization] in [specific area]. We think that together we can [mention specific objectives or initiatives that could be undertaken in partnership].

We would like to propose a meeting to discuss this potential partnership further. Please let us know your availability for a call or a face-to-face meeting within the next few weeks.

Thank you for considering this proposal. We look forward to the possibility of working together to achieve our common goals.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]