

# Collaboration Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

## **To:**

[Recipient Name]

[Recipient Position]

[Charity Organization Name]

[Charity Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express our interest in establishing a collaboration between [Your Organization] and [Charity Organization Name]. We believe that by working together, we can significantly enhance the impact of our mutual goals.

[Briefly describe your organization and its mission. Explain why you think a collaboration is beneficial and highlight any shared goals.]

We would love to explore ways in which we can collaborate on [specific projects or initiatives]. We are confident that our combined efforts can result in [mention potential outcomes or benefits].

Please let us know a suitable time for a meeting to discuss this further. We are looking forward to the possibility of working together and making a meaningful difference in the community.

Thank you for considering our request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]