

# Engagement Letter for Non-Profit Collaboration

Date: [Insert Date]

To: [Recipient Name]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

We are excited to formally express our interest in collaborating with [Recipient Organization] for [brief description of the project or initiative]. Our organizations share similar values and goals, and we believe that through this partnership, we can significantly enhance our impact on the community.

In this engagement, we envision the following roles and responsibilities:

- [Your Organization's Role]
- [Recipient Organization's Role]

We propose to initiate this collaboration with a kickoff meeting on [insert date], where we can discuss our objectives, set timelines, and establish effective communication channels.

We are looking forward to a fruitful partnership and believe that together we can contribute positively to the community.

Thank you for considering this collaboration. We are eager to hear your thoughts and finalize our engagement.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]