

[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 hope this message finds you well. I am writing to propose a partnership between [Your Organization] and [Recipient Organization] to collaborate on philanthropic activities that can positively impact our community.

[Your Organization] has been dedicated to [brief description of your organization's mission and activities]. We believe that by joining forces with [Recipient Organization], we can amplify our efforts and reach more individuals in need.

We envision collaborating on [specific project or initiative], which aims to [briefly describe the goal and impact of the project]. Through this partnership, we hope to [list potential benefits and outcomes for both organizations].

We would love the opportunity to discuss this proposal further and explore how we can work together effectively. I am looking forward to your thoughts on this proposed partnership, and I am available for a meeting at your earliest convenience.

Thank you for considering this opportunity. Together, we can make a significant difference in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]