

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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. I am writing to express our interest in exploring a media partnership with [Recipient's Organization]. We believe that our combined efforts could yield tremendous benefits for both organizations and the audiences we serve.

At [Your Organization], we are committed to [briefly state mission/goals]. Partnering with [Recipient's Organization] could help us reach a wider audience and enhance our shared objectives.

We would appreciate the opportunity to discuss this idea further and explore potential collaboration avenues. Please let us know your availability for a meeting at your earliest convenience.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]