

Letter of Inquiry for Partnership Opportunities

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Government Department]

[Department Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express my interest in exploring potential partnership opportunities between [Your Organization] and [Government Department]. We believe that our shared goals and values could lead to mutually beneficial initiatives that will positively impact our community.

[Briefly describe your organization and its mission. Highlight relevant projects or successes that align with the government department's objectives.]

We would appreciate the opportunity to discuss how we might collaborate on projects or initiatives that further our common interests. Please let me know if there is a convenient time for us to meet or if there is any additional information you require.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]