

Workforce Development Partnership Request

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to explore the opportunity for a partnership between [Your Organization] and [Recipient Organization] to enhance workforce development initiatives in our community.

Our organization is committed to [briefly describe your mission and current workforce development programs]. We believe that by joining forces, we can leverage our strengths and resources to create impactful programs that will benefit our workforce and the local economy.

We would appreciate the opportunity to discuss potential collaboration avenues, including [mention specific programs, workshops, or projects you have in mind]. Please let us know if you would be available for a meeting in the coming weeks to discuss this further.

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

Sincerely,

[Your Name]
[Your Title]
[Your Organization]