

Collaboration Request for Local Business Support Program

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am reaching out to explore the possibility of collaborating on our Local Business Support Program, which aims to empower small businesses in our community.

Our program, [Brief Description of Program], seeks to provide resources such as [List of Resources/Support] to local businesses. We believe that by partnering with esteemed organizations such as [Recipient Organization], we can significantly enhance the impact of our initiatives.

We would love the opportunity to discuss how we can work together to benefit local entrepreneurs and strengthen our community. Please let us know a convenient time for you, and we can arrange a meeting to further explore this collaboration.

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

Sincerely,

[Your Name]
[Your Position]
[Your Organization]