

# Collaboration Letter for Retail Non-Profit Program

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Organization] to express our interest in collaborating with [Recipient's Organization] on our retail non-profit program, [Program Name]. This program aims to [briefly describe the program's purpose and goals].

We believe that by partnering with [Recipient's Organization], we can leverage our respective strengths to create a more significant impact in the community. Specifically, we envision [briefly outline potential collaboration ideas or initiatives].

We are excited about the possibility of working together and would love to schedule a meeting to discuss this collaboration further. Please let us know your availability in the coming weeks.

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

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]