

# Collaboration Request for Community Businesses

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I represent [Your Organization]. We are dedicated to [brief description of your organization's mission and goals].

As part of our initiatives to foster local business growth and community well-being, we are reaching out to explore potential collaboration opportunities with [Recipient Business Name]. We believe that by working together, we can create impactful projects that benefit both our organizations and the community at large.

We are particularly interested in [specific collaboration ideas or projects], and we would love to discuss how we can align our efforts for mutual benefit.

Please let me know if you would be available for a meeting or a call to discuss this further. Thank you for considering this opportunity for collaboration. I look forward to your positive response.

Warm regards,

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