

# Collaboration Request for Fundraising Event

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Organization]. We are excited to announce that we are organizing a fundraising event on [Event Date] aimed at [briefly describe the purpose of the event, e.g., supporting local charities, funding a community project, etc.].

We believe that your organization shares our commitment to [shared cause or vision], and we would like to explore the possibility of collaborating to make this event a success. We envision that working together can amplify our reach and create a larger impact in our community.

Our event will include [mention key activities, e.g., auctions, dinner, entertainment], and we would love to feature your organization as a partner. In return, this partnership would provide valuable exposure and networking opportunities for your team.

We would appreciate the opportunity to discuss this collaboration further. Would you be available for a meeting or a call in the coming weeks? Thank you for considering this partnership, and we look forward to the possibility of working together to make a difference.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]