

[Your Name]

[Your Position]

[Your NGO Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's NGO Name]

[Recipient's Address]

[City, State, Zip Code]

**Dear [Recipient's Name],**

We hope this message finds you well. We are reaching out on behalf of [Your NGO Name], a dedicated organization focused on environmental conservation.

As you may be aware, issues such as climate change, deforestation, and biodiversity loss continue to pose significant threats to our planet. We believe that collaborative efforts can yield powerful results in the fight for environmental sustainability.

We would like to propose a partnership between [Your NGO Name] and [Recipient's NGO Name] to work together on initiatives aimed at [specific project or goal, e.g., reforestation, community awareness programs, etc.]. Our organizations share a common vision for a healthier planet, and together, we can amplify our impact.

We would appreciate the opportunity to discuss this collaboration in more detail. Please let us know a convenient time for a meeting, either virtually or in-person. We are eager to hear your thoughts and explore how we can work together effectively.

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

Warm regards,

[Your Name]

[Your Position]

[Your NGO Name]