

# Invitation to Collaborate on Community Services

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization] to explore the possibility of collaborating on community service initiatives that could significantly benefit our local community.

As you may be aware, our organization has been actively engaged in [brief description of your NGO's work and mission]. We believe that by joining forces with [Recipient Organization], we can enhance our outreach and impact, thereby addressing [specific community needs or issues].

We would love the opportunity to discuss how our organizations can work together. We envision a partnership that could include joint projects, resource sharing, and community engagement events.

We would be grateful if we could arrange a meeting at your earliest convenience to discuss this potential collaboration in more detail. Please let us know your available times, and we will do our best to accommodate.

Thank you for considering this invitation. We look forward to the possibility of working together to make a positive impact in our community.

Sincerely,

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