

Letter of Collaboration

Date: [Insert Date]

[Your Name]
[Your Position]
[Your NGO Name]
[Your NGO Address]
[Your NGO Email]
[Your NGO Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing on behalf of [Your NGO Name] to express our interest in collaborating with [Recipient Organization] on social networking initiatives that align with our mutual goals of [insert relevant goal, e.g., community empowerment, environmental awareness].

At [Your NGO Name], we believe that by joining forces, we can enhance our outreach and effectiveness. We propose to collaborate on [briefly describe project or initiative], which we believe can significantly benefit both organizations and the communities we serve.

We would love to discuss this opportunity further and explore ways we can work together. Please let us know your availability for a meeting in the coming weeks.

Thank you for considering this collaboration. We look forward to hearing from you soon.

Warm regards,

[Your Name]
[Your Position]
[Your NGO Name]