

# Collaboration Proposal

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. Following the recent capacity building workshop organized by [Your NGO's Name], I would like to express our sincere appreciation for your participation and valuable contributions.

We believe there is a significant opportunity for collaboration between [Your NGO's Name] and [Recipient's Organization] in addressing [briefly define the area of potential collaboration]. Together, we can leverage our strengths to create a greater impact in the community.

We propose to schedule a meeting to discuss potential areas of collaboration, share ideas, and outline a possible partnership framework. Please let us know your availability for the upcoming weeks.

Thank you for considering this opportunity for collaboration. We look forward to the possibility of working together and making a positive change.

Warm regards,

[Your Name]

[Your Position]

[Your NGO's Name]

[Your Contact Information]