

Letter of Collaboration

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Call for Collaboration between NGOs and Urban Planners

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I represent [Your Organization], an NGO focused on [brief description of your NGO's mission or projects]. We are keen on fostering collaborative efforts between NGOs and urban planners to create sustainable urban environments.

As urban challenges continue to rise, it is crucial that we work together to leverage our respective expertise and resources. We believe that a partnership between [Your Organization] and [Recipient Organization] could yield innovative solutions in [specific area of interest, e.g., community development, environmental sustainability].

We would like to propose a meeting to discuss potential collaboration opportunities. Please let us know your availability in the coming weeks, and we will do our best to accommodate.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]