

Proposal for Co-Hosting Literacy Workshops

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a collaboration between [Your Organization's Name] and [Recipient's Organization's Name] for co-hosting a series of literacy workshops aimed at enhancing reading and writing skills within our community.

The proposed workshops would address key literacy challenges and provide participants with practical skills to improve their literacy levels. Our organizations share a common mission of promoting education and community engagement, making this collaboration a perfect fit.

We envision hosting these workshops on [insert proposed dates], and we believe that with our combined resources and expertise, we can create a meaningful impact on participants' lives.

We would like to discuss this proposal further and explore how we can work together to make these literacy workshops a success. Please let us know if you would be available for a meeting to discuss this opportunity in more detail.

Thank you for considering this proposal. We look forward to the possibility of working together to promote literacy in our community.

Sincerely,

[Your Name]
[Your Title]
[Your Organization's Name]
[Your Phone Number]
[Your Email Address]