

Resource-Sharing Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a collaborative resource-sharing initiative between our organizations, [Your Organization] and [Recipient Organization], to enhance our efforts in serving our communities.

We believe that by sharing our resources, including [list specific resources: staff, facilities, expertise, etc.], we can maximize our impact and achieve our missions more effectively. This partnership would benefit not only our organizations but also the communities we serve.

We are particularly interested in [briefly outline specific ideas for collaboration or sharing resources]. We would love to discuss this proposal further and explore how we can work together to make it a reality.

Please let me know your availability for a meeting so we can explore this opportunity in more detail. Thank you for considering this proposal, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]