

# Letter of Collaboration

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Proposal for Volunteer Program Collaboration**

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out to discuss an exciting opportunity for collaboration between [Your Organization] and [Recipient's Organization]. As a dedicated charity committed to [briefly describe your mission], we believe that working together can amplify our impact and enhance the services we provide to the community.

We propose to initiate a volunteer program that will allow volunteers from both organizations to work together on various initiatives, including [list specific projects or activities]. By combining our resources and expertise, we can create a more robust support system for those in need.

We would love the chance to discuss this collaboration further and explore how we can align our goals for the benefit of the community. Please let us know a convenient time for you to meet or have a call.

Thank you for considering this partnership opportunity. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]