

[Your Nonprofit's Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Media Outlet's Name]

[Media Outlet's Address]

[City, State, Zip Code]

Subject: Invitation to Collaborate on [Event/Issue]

Dear [Recipient's Name],

We hope this message finds you well. At [Your Nonprofit's Name], we are dedicated to [briefly state mission or purpose]. We are reaching out to invite you to collaborate with us on an upcoming initiative titled [Event/Initiative Name] that aims to [describe the aim or importance of the event/initiative].

The event is scheduled for [date], and we believe your involvement would be invaluable in helping us raise awareness about [specific issue or cause]. We would greatly appreciate the opportunity to discuss this further and explore how we can work together to make a greater impact.

We would be thrilled to provide you with more information, including details about our mission, the specifics of the event, and how it aligns with your readership. Please let us know a suitable time for you to discuss this opportunity.

Thank you for considering our invitation. We look forward to the possibility of collaborating with you and making a difference together.

Sincerely,

[Your Name]

[Your Title]

[Your Nonprofit's Name]