

# Request for Collaboration

Date: \_\_\_\_\_

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Your Organization]. We are dedicated to [briefly describe your organization's mission and activities].

We admire the work that [Recipient's Organization] has done in [specific area of impact], and we believe that by joining forces, we can amplify our efforts and create a greater impact in our community.

We would like to propose a collaboration opportunity regarding [briefly describe the project or initiative you have in mind]. We believe that your expertise in [mention specific relevant expertise of the recipient's organization] would greatly complement our work.

Please let us know a convenient time for you to discuss this proposal further. We are excited about the possibility of working together to make a positive change.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]