

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

## **Subject: Proposal for Community Collaboration**

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a collaboration between [Your Organization/Community Group] and [Recipient Organization] to address [specific issue or goal].

Our mission at [Your Organization] is to [briefly describe your mission and values]. We believe that by combining our efforts with [Recipient Organization], we can significantly impact [describe the desired outcome or project].

We propose to [outline the specific collaboration ideas, such as joint events, community programs, funding opportunities, etc.]. This collaboration would not only enhance our resources but also strengthen community ties and engagement.

We would be thrilled to discuss this proposal in more detail and explore potential ways to work together. Please let us know your availability for a meeting at your earliest convenience.

Thank you for considering this opportunity for collaboration. We look forward to the possibility of partnering with you to benefit our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]