

Seminar Proposal for [Non-Profit Organization Name]

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Non-Profit Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose a seminar entitled "[Seminar Title]" aimed at [briefly describe the purpose and target audience of the seminar]. Our organization, [Your Organization], has extensive experience in [describe relevant experience], and we believe this seminar would greatly benefit your organization and its members.

Details of the seminar include:

- **Date:** [Proposed Date]
- **Time:** [Proposed Time]
- **Location:** [Proposed Location]
- **Duration:** [Duration]
- **Topics Covered:** [List the main topics to be covered]
- **Expected Outcomes:** [Describe expected benefits or learning outcomes]

We are confident that this seminar will provide valuable insights and practical tools for [describe the target audience or beneficiaries]. We are excited about the possibility of collaborating with [Non-Profit Organization Name] and making a positive impact together.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss this proposal further. I look forward to your positive response.

Thank you for considering this opportunity.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]