

Request for Collaboration in Community Service

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Partner's Name]

[Partner's Position]

[Partner's Organization]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

I hope this message finds you well. I am writing on behalf of [Your Organization] to explore the possibility of collaborating on a community service project that aims to [briefly describe the purpose of the project, e.g., "support local families in need through food distribution"].

We believe that by partnering with [Partner's Organization], we can maximize our impact and reach more members of our community. Our proposed initiative is set to take place on [date], and will involve [briefly describe planned activities or events].

We would be thrilled to discuss this opportunity with you in more detail and explore how we can work together to serve our community effectively. Please let me know your availability for a meeting or call in the coming weeks.

Thank you for considering this collaboration. We are looking forward to the possibility of working together.

Warm regards,

[Your Name]

[Your Position]

[Your Organization]