

Request for Partnership

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to you on behalf of [Your Organization] to explore a potential partnership for upcoming community events aimed at [briefly state the purpose of the events].

Our organization believes that collaboration can bring about greater impact in our community. We have scheduled [insert event details], and we would be thrilled to have [Recipient Organization] join us as a partner.

We envision that this partnership could include [briefly outline potential partnership ideas], which would not only enhance the event but also provide valuable exposure for both our organizations.

We would love the opportunity to discuss this proposal further. Please let us know your availability for a meeting, either in-person or virtually, at your earliest convenience.

Thank you for considering this partnership opportunity. We look forward to the possibility of working together to make a positive impact.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]