

Partnership Inquiry for Charity Function

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

[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to explore a potential partnership between [Your Organization] and [Recipient Organization] for an upcoming charity function we are organizing on [Event Date]. Our mission is to [briefly explain your organization's mission and the purpose of the event].

We believe that with your support, we can make a significant impact in our community. We would love to collaborate with [Recipient Organization] to reach a wider audience and enhance the overall experience of the event.

We would be thrilled to discuss this opportunity further and explore how we can work together for this meaningful cause. Please let me know a suitable time for us to connect.

Thank you for considering our request. I look forward to the possibility of partnering with you for this charitable initiative.

Warm regards,

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