

Collaboration Request for Local Heritage Grant Project

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out on behalf of [Your Organization] to explore a potential collaboration for an upcoming local heritage grant project.

As you may be aware, our organization is dedicated to [Briefly describe your organization's mission related to heritage]. We are currently in the process of applying for a grant that focuses on [Briefly explain the grant's focus]. We believe that a partnership with [Recipient's Organization] could greatly enhance the effectiveness and impact of this initiative.

We would love the opportunity to discuss this potential collaboration further and explore how our combined resources and expertise can help preserve and promote our local heritage. Please let us know a convenient time for you to meet, or a suitable method for us to connect.

Thank you for considering this collaboration. We look forward to the possibility of working together to make a lasting impact on our community's heritage.

Warm regards,

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