

Partnership Request Letter

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in great spirits. My name is [Your Name], and I am the [Your Position] of [Your College Club Name] at [Your College/University Name]. We are a student-led organization dedicated to [briefly describe the purpose or mission of your club].

We are reaching out to explore the possibility of forming a partnership with [Recipient's Organization Name] for our upcoming initiatives, particularly [mention specific initiatives or events]. We believe that aligning our efforts could bring significant benefits to both our club and your organization.

Through this partnership, we hope to [mention specific goals, e.g., enhance community engagement, provide valuable resources for students, etc.]. We would appreciate the opportunity to discuss this collaboration further and explore how we can mutually support each other's objectives.

Please let me know a convenient time for us to meet or have a phone conversation. Thank you for considering this partnership; I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your College Club Name]

[Your Phone Number]

[Your Email Address]