

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 letter finds you well. My name is [Your Name] and I am [Your Position] at [Your Organization]. We are dedicated to providing support and assistance to veterans in our community, and I am reaching out to explore potential partnership opportunities between our organizations.

At [Your Organization], we have been working on [briefly describe your programs/services]. We believe that by collaborating with [Recipient's Organization], we can extend our reach and enhance the support we provide to veterans.

I would appreciate the opportunity to discuss how our organizations can work together to make a greater impact. Please let me know a convenient time for you to meet or speak over the phone.

Thank you for considering this partnership inquiry. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]