

# Letter of Inquiry for Partnership in Volunteer Activities

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Organization] to explore the possibility of establishing a partnership in volunteer activities that benefit our community.

At [Your Organization], we are committed to [briefly describe your mission or goals]. We believe that by working together with organizations like yours, we can make an even greater impact.

We are particularly interested in [describe specific activities or areas you wish to collaborate on]. We think that your expertise in [mention the recipient's strengths or focus areas] would greatly enhance our efforts.

We would love the opportunity to discuss this potential partnership further. Please let us know a convenient time for a meeting, either in person or virtually. Thank you for considering this opportunity.

Looking forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]