

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

Dear [Recipient Name],

Subject: Letter of Intent for Collaboration on Aquatic Center Project

I am writing to express [Your Organization's Name] interest in collaborating with [Recipient Organization's Name] on the development and operation of an Aquatic Center aimed at promoting health, wellness, and community engagement.

[Your Organization's Name] has a strong commitment to enhancing community resources and believes that a partnership with [Recipient Organization's Name] would yield significant benefits for both parties and the community as a whole.

We propose to [briefly outline proposed collaboration: shared resources, joint programming, funding opportunities, etc.]. By combining our expertise and resources, we can create a premier facility that facilitates recreation, education, and competitive events for all ages.

We are eager to discuss this collaboration further and explore how we can align our goals for the betterment of our community. Please let us know a convenient time for you to meet or if you prefer to communicate via email or phone.

Thank you for considering this opportunity for partnership. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]