

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

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

Dear [Recipient's Name],

I am writing to propose a partnership between [Your Organization] and [Recipient's Organization] to [briefly state the purpose of the proposal, e.g., address a specific community need, implement a program, etc.]. Our organization is committed to [briefly outline your mission and objectives].

The proposed project, [Project Name], aims to [describe the project and its objectives in a few sentences]. We believe that by collaborating, we can [explain the benefits of the partnership and potential impact].

To give you a better understanding of the project, I have included a detailed proposal outlining our goals, activities, timeline, and budget. We would be thrilled to discuss this opportunity further and explore how we can work together to make a positive impact in our community.

Thank you for considering our proposal. I look forward to the opportunity to collaborate with [Recipient's Organization] and am happy to provide any additional information you may need.

Warm regards,

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