

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

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

Dear [Recipient's Name],

Subject: Partnership Proposal

I hope this letter finds you well. I am writing to propose a partnership between [Your Organization] and [Recipient's Organization] aimed at [briefly state the purpose of the partnership].

[Provide a brief background of your organization and its mission].

We believe that a collaboration between our organizations would be mutually beneficial, given our shared goals and values. Specifically, we envision [outline the specific goals of the partnership and how it aligns with both organizations' missions].

The proposed partnership could include [list potential activities, programs, or projects]. We are confident that through joint efforts, we can achieve [state possible impacts or outcomes].

We would appreciate the opportunity to discuss this proposal further and explore how we can work together effectively. Please let us know your availability for a meeting at your convenience.

Thank you for considering this partnership proposal. We look forward to the possibility of collaborating with you.

Warm regards,

[Your Name]
[Your Title/Position]
[Your Organization]