

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

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

Dear [Recipient's Name],

Subject: Request for Resource Sharing

I hope this letter finds you well. I am writing to propose a collaborative opportunity for resource sharing between our organizations. Our organization, [Your Organization's Name], focuses on [briefly describe your organization's mission and goals]. We believe that by sharing resources, we can enhance our collective impact on [specific area of interest or community benefit].

We would like to explore potential areas of collaboration, including [list specific resources or services you're interested in sharing]. We believe that this partnership could lead to [describe potential benefits, such as cost savings, increased outreach, etc.].

Please let us know if you would be open to discussing this further. We would be happy to arrange a meeting at your convenience to explore this opportunity in more detail.

Thank you for considering this proposal. We look forward to the possibility of working together.

Sincerely,

[Your Name]
[Your Position]
[Your Organization's Name]