

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

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

Dear [Recipient's Name],

Subject: Proposal for Partnership

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Organization]. We are dedicated to [brief description of your organization's mission and activities].

I am reaching out to propose a potential partnership between [Your Organization] and [Recipient's Organization]. We believe that your organization's [specific qualities or strengths] aligns perfectly with our goals to [mention shared goals or interests].

We envision that through collaboration, we can [describe the potential impact of the partnership, including specific benefits and opportunities for both parties].

We would like to schedule a meeting to discuss this proposal in more detail and explore how we can work together effectively. Please let me know your availability in the upcoming weeks, and I will do my best to accommodate.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]