

[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 hope this message finds you well. I am writing to extend an exciting opportunity for [Recipient's Organization/Program Name] to consider an endowment offer from [Your Organization/Your Name].

As you may know, endowments serve as a crucial financial foundation for sustaining programs and initiatives that align with our shared goals. Our proposal aims to provide [brief description of the purpose and benefits of the endowment, e.g., funding scholarships, supporting research, etc.]. We believe that a partnership in this endeavor could amplify our collective impact and foster long-term growth. We aim to discuss how we can structure this endowment to suit your needs while ensuring transparency and sustainability.

I would appreciate the opportunity to discuss this proposal further and explore how we can work together toward achieving these goals. Please let me know your availability for a meeting or a call.

Thank you for considering this opportunity. I look forward to the possibility of collaborating with you.

Warm regards,

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