

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

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

Dear [Recipient Name],

Subject: Partnership Proposal for Collaboration

I hope this letter finds you well.

We are writing to propose a partnership between [Your Organization] and [Recipient Organization] to [briefly describe the purpose of collaboration]. We believe that our combined resources and expertise can lead to mutually beneficial outcomes and help us achieve [specific goals or objectives].

1. **\*\*Background\*\***

Provide a brief overview of your organization and its mission.

2. **\*\*Proposal\*\***

Outline the specifics of the proposed collaboration, including:

- Objectives
- Scope of work
- Expected outcomes

3. **\*\*Benefits\*\***

Highlight the benefits for both organizations and any potential impact on the community/market.

4. **\*\*Next Steps\*\***

Suggest a plan for discussing this proposal in further detail, including potential meeting dates or formats.

We are excited about the possibility of collaborating with [Recipient Organization] and look forward to your favorable response. Please feel free to reach out if you have any questions or require additional information.

Thank you for considering this proposal.

Sincerely,

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