

[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],

I hope this message finds you well. My name is [Your Name], and I am [Your Title] at [Your Organization]. We are dedicated to [briefly describe your organization's mission or purpose].

I am reaching out to propose a potential partnership that I believe could be mutually beneficial for our organizations. As [Recipient Organization] and [Your Organization] share a commitment to [common interest/goal], I see an excellent opportunity for collaboration through a newsletter partnership.

The idea is to [briefly outline the partnership proposal, including any specific ideas or initiatives]. By working together, we can enhance our outreach, share valuable resources, and strengthen community engagement among our audiences.

I would love to discuss this proposal further and explore how we can align our efforts for greater impact. Please let me know a convenient time for you to connect, or feel free to reach out directly at [Your Phone Number or Email].

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

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Organization]