

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

Dear [Recipient Name],

I am writing to express my intent to engage in a project in Oakland that focuses on [brief description of the project, e.g., community development, environmental sustainability, etc.]. This letter serves to outline my commitment and the objectives I hope to achieve through this collaboration.

Project Overview:

[Provide a concise overview of the project, including goals, target audience, and potential impact.]

Objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Collaboration Opportunities:

I believe that a partnership between [Your Organization/Yourself] and [Recipient's Organization] would be mutually beneficial. [Briefly describe how the entities can work together.]

Next Steps:

I would appreciate the opportunity to discuss this proposal further and explore how we can align our efforts for the success of the project. I am available for a meeting at your convenience and can be reached at [your phone number] or [your email address].

Thank you for considering this proposal. I look forward to the possibility of working together to make a positive impact in Oakland.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]