

[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

I hope this letter finds you well. I am writing to propose a partnership between [Your Organization] and [Recipient Organization] that I believe can lead to mutually beneficial outcomes.

**\*\*Introduction\*\***

- Briefly introduce your organization and its mission.
- Mention the common goals or interests shared between both organizations.

**\*\*Proposed Partnership\*\***

- Outline the objectives of the partnership.
- Describe the specific initiatives or projects you propose.
- Highlight the potential benefits for both parties.

**\*\*Benefits to [Recipient Organization]\*\***

- List the specific advantages that [Recipient Organization] would gain from this partnership.

**\*\*Next Steps\*\***

- Suggest a meeting to discuss this proposal in greater detail.
- Provide your availability for a follow-up conversation.

Thank you for considering this opportunity. I am excited about the potential of working together to achieve our shared objectives.

Sincerely,

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