

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a partnership between [Your Organization] and [Recipient Organization] that aims to [briefly describe the purpose of the collaboration].

As you may know, [Your Organization] specializes in [briefly describe your organization's mission and activities]. We believe that by collaborating with [Recipient Organization], we can combine our strengths and resources to achieve [shared goals or objectives].

Our proposed partnership could include the following activities:

1. [Activity 1]
2. [Activity 2]
3. [Activity 3]

We are confident that this collaboration will be mutually beneficial and will significantly contribute to [impact or desired outcome].

I would love the opportunity to discuss this proposal further at your convenience. Please let me know a suitable time for you, and I will do my best to accommodate.

Thank you for considering this partnership. I look forward to your response.

Warm regards,

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Website, if applicable]