

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name] and I am the [Your Position] at [Your School's Name]. We are committed to enhancing the educational experience for our students and believe that collaboration with local organizations is essential in achieving this goal.

We would like to propose a partnership between [Your School's Name] and [Recipient's Organization] to [briefly describe the purpose of the partnership, e.g., provide resources, support educational programs, etc.]. We believe that your organization's mission aligns with our educational goals, and together we can create a positive impact on our community.

Specifically, we are interested in [list any specific initiatives, programs, or support you are seeking]. In return, we can offer [mention any benefits or resources your school can provide, such as access to facilities, student volunteers, etc.].

We would love the opportunity to discuss this partnership further. Please let us know a suitable time for you to meet or speak over the phone.

Thank you for considering this opportunity to collaborate for the benefit of our students and community.

Looking forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your School's Name]

[Your Phone Number]

[Your Email Address]