

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

Dear [Recipient Name],

I hope this message finds you well. I am writing on behalf of [Your Company] to express our interest in partnering with [Recipient Organization] for our corporate volunteer initiative.

At [Your Company], we believe in the importance of community engagement and giving back. Our employees are eager to contribute their time and skills to support meaningful causes. We are impressed by the incredible work [Recipient Organization] does in [mention specific area of focus or project], and we would love the opportunity to collaborate on a volunteer project that aligns with our shared goals.

We are particularly interested in [briefly describe specific areas of interest or potential projects], and we are open to your suggestions on how we can best assist your organization. We can mobilize a team of [number] volunteers from our workforce and are flexible with scheduling to meet your needs.

Please let us know a convenient time to discuss this collaboration further. We are excited about the possibility of working together to make a positive impact in our community.

Thank you for considering our proposal. We look forward to your response.

Warm regards,

[Your Name]
[Your Title]
[Your Company]