

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose a collaboration between [Your Organization/Project Name] and [WQED/Recipient's Organization] that I believe will greatly benefit both parties and enrich the community we serve.

[Briefly introduce your organization and its mission.]

The proposed initiative, titled [Proposal Title], aims to [briefly explain the purpose of the project, the target audience, and the expected outcomes]. We believe that by partnering with WQED, we can enhance our reach and impact through your established platform and resources.

[Outline the specific details of the proposal, including goals, activities, timelines, and any required resources or support from WQED.] We anticipate that this collaboration will not only strengthen our organizations but also contribute positively to our community by [mention the broader benefits of the project].

I would appreciate the opportunity to discuss this proposal further at your earliest convenience. I am looking forward to the possibility of working together to make a meaningful difference.

Thank you for considering this proposal.

Sincerely,

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