

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

[Recipient Name]
[Recipient Title]
Yakima Valley Community College
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose a partnership between [Your Organization] and Yakima Valley Community College (YVCC) aimed at [briefly state the purpose of the partnership, e.g., enhancing educational opportunities, fostering community engagement, etc.].

At [Your Organization], we are dedicated to [brief description of your organization's mission and goals]. We believe that collaborating with YVCC can significantly benefit [specific audience, e.g., students, community members, etc.] through [description of potential benefits and opportunities].

We envision a partnership that includes [outline specific partnership ideas, such as joint programs, workshops, scholarship opportunities, etc.]. This collaboration would not only leverage our combined resources but also create a lasting impact in our community.

We would love the opportunity to discuss this proposal further and explore how we can effectively work together. I would be happy to meet at your convenience or set up a call to discuss the potential for this partnership.

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

Warm regards,

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