

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

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[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 [Recipient Organization] that I believe could lead to mutually beneficial outcomes.

[Your Organization] is dedicated to [briefly describe your organization's mission, goals, and relevant achievements]. We have identified [specific areas of alignment or shared goals] where our organizations can collaborate effectively.

I am particularly excited about the potential for [specific project or initiative] that could [describe the benefits of the proposed partnership]. By combining our resources and expertise, we can [explain the expected outcomes and benefits for both organizations].

I would love the opportunity to discuss this proposal in more detail and explore how we can work together to [achieve a common goal or address a specific issue]. Please let me know your availability for a meeting or a call, and I will do my best to accommodate.

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

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Organization]