

[Your Name]  
[Your Title/Position]  
[Your Organization/Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
YMCA [Location or Branch Name]  
[YMCA Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a collaborative event between [Your Organization/Company] and the YMCA, focused on [briefly describe the event theme or purpose, e.g., community wellness, youth engagement, etc.].

Details of the event are as follows:

- **\*\*Event Name:\*\*** [Event Name]
- **\*\*Date:\*\*** [Proposed Date]
- **\*\*Time:\*\*** [Proposed Time]
- **\*\*Location:\*\*** [Proposed location, if applicable, or YMCA's facility]
- **\*\*Target Audience:\*\*** [Who the event is aimed at]
- **\*\*Expected Attendance:\*\*** [Estimated number of participants]

We believe that partnering with the YMCA will enrich our event by leveraging your resources and expertise in community engagement. We are looking to [mention any specific support or resources you hope to gain from YMCA].

I would love the opportunity to discuss this proposal further and explore how we can work together to make this event a success. Please let me know your availability for a meeting, either in person or via phone, at your earliest convenience.

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

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Organization/Company]