
Collaboration Letter for with NGO

[Your Organization's Letterhead]

Date: [Insert Date]

To,

[Name of the NGO]

[NGO's Address]

[City, State, ZIP]

Subject: Proposal for Collaboration

Dear [Name or "Team" if specific name isn't known],

Introduction: Begin by introducing yourself and your organization. Mention how you learned about the NGO and express admiration for their work.

Purpose of the Letter: Clearly state the purpose of your letter. Mention that you are seeking a partnership to collaborate on specific projects or initiatives that align with both organizations' missions.

Proposed Collaboration Details: Describe the project or initiative you are proposing. Explain how it aligns with the NGO's goals and how the collaboration can benefit both parties. Be specific about the roles and responsibilities each party would assume.

Mutual Benefits: Discuss the mutual benefits. Explain how the collaboration will enhance each organization's reach, effectiveness, or resource sharing. Highlight any potential for co-funded opportunities or shared media exposure.

Invitation to Discuss Further: Invite the NGO to a meeting to discuss the proposal in more detail. Provide your contact information and suggest a time frame for a meeting or call.

Closing Remarks: Express gratitude for considering your proposal. Reiterate your enthusiasm about the potential for working together and the positive impact the collaboration could have.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Organization's Website] (optional)