

# Inquiry Letter Template for Nonprofit Corporate Partnership Opportunities

[Your Nonprofit's Letterhead or Logo]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Your Nonprofit Organization]. At [Nonprofit Name], our mission is to [briefly state your organization's mission and primary objectives]. We are dedicated to [brief explanation of key activities or programs that make your nonprofit stand out].

We are reaching out to explore the potential for a partnership between [Nonprofit Name] and [Company Name]. We believe that aligning our values and expertise with your company's commitment to [mention any relevant values, causes, or corporate social responsibility initiatives] can create significant positive impact for our community and offer substantial benefits to both organizations.

By collaborating together, we can [briefly outline specific ways the partnership could be mutually beneficial—for example, enhance brand reputation, reach new audiences, engage employees, or drive meaningful change]. We are open to discussing a range of partnership opportunities, including sponsorships, employee engagement, cause marketing, or other custom collaborations that support your business goals and make a lasting difference.

We would be delighted to schedule a meeting at your convenience to further discuss how a partnership could benefit both [Nonprofit Name] and [Company Name]. Please let us know your availability, or feel free to suggest a time that works best for you.

Thank you for considering this opportunity to collaborate. We look forward to the possibility of working together to make a positive and lasting impact.

Sincerely,

[Your Name]

[Your Title]

[Your Nonprofit Organization]

[Phone Number]

[Email Address]

[Website (if applicable)]