

# Sample Formal Letter for Partnership Proposal to NGO

*[Your Organization's Letterhead]*

**Date:** [Insert Date]

**To:**

[Recipient Name]  
[Position/Title]  
[NGO Name]  
[NGO Address]

Dear [Recipient Name],

We hope this letter finds you well. My name is [Your Name], and I am [Your Position/Title] at [Your Organization's Name]. We have been following the impactful work of [NGO Name] in [mention relevant sector or cause], and we deeply admire your commitment to [state specific goals or values of the NGO].

At [Your Organization's Name], we share similar goals, particularly in [mention specific area or program], and believe that partnership between our organizations could lead to even greater positive outcomes for the communities we serve. We are writing to formally propose a partnership that would leverage each other's strengths, resources, and expertise to maximize our collective impact.

The main objectives of this partnership would include:

- Collaborating on joint projects and initiatives related to [mention specific focus areas].
- Sharing knowledge, resources, and best practices for greater efficiency and effectiveness.
- Exploring opportunities for co-hosted events, workshops, and awareness campaigns.
- Enhancing visibility and outreach for both organizations through coordinated efforts.

We envision this partnership as a mutually beneficial relationship, with the potential to make significant strides toward our common goals. We would be pleased to arrange a meeting at your earliest convenience to discuss this proposal further and explore possible avenues of collaboration.

Thank you for considering this partnership opportunity. We look forward to your positive response and the possibility of working together toward our shared mission. Please feel free to contact me directly at [Your Email] or [Your Phone Number] should you have any questions or require further information.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Organization's Name]  
[Contact Information]