**[Your Non-Profit Organization Name]**
**[Date]**

**Contact Information**:
[Your Name]
[Your Title]
[Your Email Address]
[Your Phone Number]

**To:**
[Recipient’s Name]
[Institution’s Department/Program]
[Institution Name]
[Email Address]

**Proposal for Partnership Between [Your Non-Profit Organization] and [Academic Institution]**

**Introduction**:
[Provide a brief introduction to your non-profit organization, including its mission and focus. Introduce the partnership idea and explain why you are reaching out to this institution.]

**Goals and Objectives**:

* [Explain the objectives of the proposed partnership. What will both parties gain?]
* [Describe specific benefits for the academic institution and its students.]

**Proposed Activities and Collaboration**:

* [Detail specific programs or activities that you plan to offer. Examples could include guest lectures, interactive workshops, internships, or research projects.]
* [Explain how these activities align with the institution’s academic goals and student needs.]

**Timeline**:

* [Provide a proposed timeline for the partnership, including key milestones, program dates, and evaluation periods.]

**Next Steps**:

* [Outline what the next steps are, such as scheduling a meeting to discuss further details or signing a memorandum of understanding (MOU).]

**Conclusion**:
[Thank the recipient for their time and consideration. Reiterate your excitement about the potential collaboration and invite them to reach out with any questions.]

**Sincerely,**
[Your Name]
[Your Title]
[Your Non-Profit Organization]