

[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]