Date:

To

[The Recipient]  
[Address]

Dear Mr. David,

I am writing this letter to propose our partnership deal to your company ABC Limited, which is working as NGO.

We have been operating in the market for more than ten years. Our NGO is focused on giving work to women, who are not well educated. For that purpose, we have opened two stitching centers, where we first train the women, and then hire them, so that they can at least stand on their feet. Currently, we have a team of 60 members, who have completed their training, and 10 members, who are in the process. Furthermore, all our machines are the latest and imported from Japan.

As we provide free-of-cost training, we need funds and donations to operate these centers. We have few of our regular donors. However, we have deemed another option to support our NGO, and hence, these women.

As your company XYZ Limited is in a clothing business, we want to propose to you to partner with us. We can get your clothes stitched at a reasonable price, and in this way, we will be relaxed about a constant inflow of funds to cover our expenses as well. Due to the lower cost of stitching, your profit margins would increase. In addition, as we are well-reputed for doing social work for women, your company will get positive publicity for being a socially supportive firm.

A detailed proposal is attached to this letter. We hope you will consider our offer, and we hope to work in partnership with XYZ Limited.

Waiting for your response. Thank you.

Regards,

Samantha Wilson.