Date

Name of the recipient,

Name of the NGO,

Address of the NGO

**Subject: A request for partnership**

Dear Sir,

The purpose of this letter is to introduce our company to you and request you to partner with our company to help us fulfill our mission.

ABC Company is a specialized company in the pharmaceutical industry. The company has been operating under this name for more than 20 years. Our company has more than 20 branches in different cities of the country.

Recently our company has started a new project to provide free medicines to those individuals who lost their job due to the pandemic and cannot afford to pay their medical bills.

We require you to partner with us to help us meet the following goals:

1. Collecting funds from across the world for the cause of helping poor
2. Establishing a new project with a new name that can be recognized with its public services
3. Implementing all those strategies that can help us get maximum charities.

We hope that you will consider our request.

Regards,

Name of the sender

Signatures of the sender

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