Dear [Name of organization director],

Hello! My name is [your name], and I am currently in the process of creating a not-for-profit youth environmental granting organization in [your city’s name]. Based off of an award-winning grant program started in 2009 in central Indiana, this program will seek to empower local young people by funding their youth-planned, youth-led environmental projects. I am incredibly excited to be starting this program here, and I can’t wait to see the impact it will have on our community’s young people and our environment.

As I was working on creating this program, I ran into your organization and thought that there might be an opportunity for collaboration or partnership because both of our organizations care deeply about [similarities in missions]. Would it be possible for us to meet to discuss this possibility? Because we are such a new organization, any and all community support, advice, and connections are very much appreciated.

Thank you, and I look forward to hearing back from you soon.

Sincerely,

[Your Name]

[title]

[email]

[phone]

[website URL]

[program logo]