

# PARTNER EMAIL TEMPLATES

## EXPANDING CURRENT PARTNERSHIPS - INTRODUCTION

Use this template to initiate dialogue with current partners about new projects, emphasizing the project's alignment with your shared history and mutual goals.

Subject: Expanding Our Partnership for [New Project Name]

Dear [Partner's Name or Organization's Name],

I hope this message finds you well. I am [Your Name], the [Your Position] at [Your Organization's Name]. I am reaching out to discuss an exciting opportunity for expanding our current partnership.

As you know, [Your Organization's Name] has been actively involved in [Brief Description of Your Organization's Mission, e.g., "promoting environmental sustainability in urban areas"]. Our collaboration on [Previous Project or Initiative] has been incredibly successful, thanks in large part to [Specific Contribution or Quality of the Partner, e.g., "your organization's innovative approach and deep community engagement"]. We are truly grateful for the support and expertise [Partner's Organization's Name] has contributed.

We are now embarking on a new project, [New Project Name], which aims to [Brief Description of the New Project, e.g., "introduce renewable energy solutions to local communities"]. Given the success of our previous collaboration, and the invaluable contributions your team has made, we believe that expanding our partnership could significantly enhance the impact of this new initiative.

[New Project Name] is designed to [More Detailed Description of the Project, e.g., "provide solar panel installations and energy-efficiency training to households and small businesses"]. We see a great opportunity for [Partner's Organization's Name] to be involved in [Specific Areas of Collaboration, e.g., "providing technical expertise and community outreach"].

We are eager to discuss how we can align our efforts and resources to make [New Project Name] a success. Would it be possible to schedule a meeting in the coming weeks to explore this opportunity further? We are flexible with timing and can adjust to your availability.

Thank you for considering this proposal. We have always valued [Partner's Organization's Name]'s partnership and are excited about the potential to achieve even greater things together.

Looking forward to your thoughts.

Warm regards,

[Your Full Name]  
[Your Position]  
[Your Organization's Name]  
[Your Contact Information]