

Cooperative Agreement Initiation Letter

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that [Your Organization's Name] is interested in initiating a cooperative agreement with [Recipient's Organization's Name]. This partnership aims to [briefly describe the purpose of the cooperation].

The proposed areas of cooperation include, but are not limited to:

- [Area of Cooperation 1]
- [Area of Cooperation 2]
- [Area of Cooperation 3]

We believe that our combined efforts will yield significant benefits and positive outcomes for both organizations. We propose a meeting to discuss this initiative further and to explore the various possibilities of collaboration.

Please let us know your available times for a meeting, and we will do our best to accommodate.

We look forward to your positive response and hope to embark on this mutually beneficial partnership.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]