

Cross-Chapter Resource Exchange Request

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Cc: [Additional Recipients]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a resource exchange between our chapters to enhance our collaborative efforts and share valuable insights.

We have identified several resources that could significantly benefit both our chapters, including:

- [Resource 1]
- [Resource 2]
- [Resource 3]

In return, we would appreciate access to:

- [Needed Resource 1]
- [Needed Resource 2]

I believe that through this exchange, we can strengthen our mutual objectives and achieve greater outcomes. Please let me know a suitable time for us to discuss this further.

Thank you for considering this proposal. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Chapter]

[Your Contact Information]