

# Invitation to Collaborate on Inter-Agency Projects

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Agency Name]

[Agency Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to invite [Agency Name] to collaborate on a series of inter-agency projects aimed at [brief description of project goals]. As our agencies share common objectives, I believe that by working together, we can leverage our resources and expertise to achieve greater impact.

We are particularly interested in exploring the following areas of collaboration:

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

I would appreciate the opportunity to discuss this potential collaboration further. Please let me know your availability for a meeting, where we can explore these ideas in more detail.

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

Sincerely,

[Your Name]

[Your Title]

[Your Agency]

[Your Contact Information]