

# Letter of Request for Inter-Agency Cooperation

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Organization Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request inter-agency cooperation to enhance our public health efforts in [specific area or project]. As you are aware, the challenges we face regarding [describe public health issue] require a comprehensive and collaborative approach.

We believe that by combining our resources and expertise, we can achieve significant improvements in the health outcomes of our community. We propose to initiate a collaborative meeting to discuss our goals, strategies, and how we can effectively work together.

Please let us know your availability for a meeting within the next two weeks. We are eager to build this partnership and look forward to your positive response.

Thank you for considering this request. Together, we can make a substantial impact on public health.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]