

Cooperative Project Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Library Name]

[Your Library Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Recipient's Library Name]

[Recipient's Library Address]

[City, State, Zip Code]

Subject: Proposal for Collaborative Library Project

Dear [Recipient's Name],

I am writing to propose a collaborative project between [Your Library Name] and [Recipient's Library Name] that aims to enhance our library services and foster community engagement. The project, titled "[Project Title]," will focus on [Brief Description of the Project].

Objectives of the Project:

- [Objective 1]
- [Objective 2]
- [Objective 3]

We believe that by combining our resources and expertise, we can create a more enriching experience for our patrons and address the following needs:

- [Need 1]
- [Need 2]
- [Need 3]

We propose to hold a meeting to discuss this project further and explore how we can collaborate effectively. Please let me know your availability in the coming weeks.

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

Sincerely,

[Your Name]

[Your Position]

[Your Library Name]

[Your Phone Number]

[Your Email Address]