

Request for Cooperation

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a collaborative effort between [Your Organization's Name] and [Recipient's Organization's Name] to enhance our combined capabilities in addressing [specific issue or project].

Given our shared goals and values, I believe that a partnership could lead to meaningful outcomes that benefit both our organizations and the communities we serve. I would like to discuss possible areas for collaboration, particularly in [mention specific areas or projects].

Please let me know a convenient time for us to meet or have a call to explore this potential collaboration further. I am looking forward to your positive response.

Thank you for considering this opportunity for cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]