

[Your Agency's Name]

[Your Agency's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Agency's Name]

[Recipient's Agency's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Your Agency's Name]. We are seeking to establish a collaborative program aimed at [briefly describe the purpose of the program].

In this regard, we would greatly appreciate your assistance in providing a reference for our agency. A reference from [Recipient's Agency's Name] would be invaluable in helping us demonstrate our commitment to serving our community effectively.

Please let us know if you require any additional information or if there are specific areas you would like us to address. Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Agency's Name]