

Letter of Collaboration

Date: [Insert Date]

From: [Your Organization Name]

To: [Partner Agency Name]

Subject: Collaboration Framework for Inter-Agency Partnership

Dear [Partner's Name],

We are pleased to propose a collaboration framework designed to enhance the efforts of our agencies in achieving our shared goals. In light of [specific reason for partnership], we believe that by working together, we can leverage our strengths to maximize our impact.

Objectives of Collaboration

- Objective 1: [Describe Objective]
- Objective 2: [Describe Objective]
- Objective 3: [Describe Objective]

Roles and Responsibilities

To ensure a successful partnership, we propose the following roles:

- [Your Organization Name] will be responsible for [describe responsibilities].
- [Partner Agency Name] will be responsible for [describe responsibilities].

Timeline

We suggest the following timeline for our collaborative efforts:

- Phase 1: [Describe Phase] - [Insert Date]
- Phase 2: [Describe Phase] - [Insert Date]
- Phase 3: [Describe Phase] - [Insert Date]

Evaluation and Assessment

We will establish metrics for evaluating our partnership's effectiveness and make necessary adjustments as required. This will be reviewed [insert frequency of review].

We are enthusiastic about the prospect of working together and are confident that our combined efforts can produce substantial benefits for our communities. We look forward to your feedback and hope to convene a discussion soon to formalize this partnership.

Thank you for considering this collaboration opportunity.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]