

Inter-Agency Collaboration Agreement

Date: [Insert Date]

From: [Your Agency Name]

To: [Partner Agency Name]

Subject: Collaboration for Enhanced Social Services

Dear [Partner's Name],

We are pleased to propose a collaboration between [Your Agency Name] and [Partner Agency Name] aimed at enhancing the delivery of social services in our community. As we both strive to improve the quality of life for individuals and families, we believe that our joint efforts can lead to more effective support and resources.

Objectives of Collaboration:

- Share resources and expertise.
- Enhance program outreach and accessibility.
- Coordinate services to avoid duplication of efforts.

Proposed Initiatives:

1. Joint workshops and training sessions for staff.
2. Monthly meetings to discuss progress and share feedback.
3. Co-development of community programs targeting specific needs.

We believe that by working together, we can create a more integrated approach to social services that meets the diverse needs of our community. We would appreciate the opportunity to discuss this proposal further and explore potential next steps.

Thank you for considering this collaboration. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Contact Information]