

Cooperative Agreement Suggestion

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a cooperative agreement between [Your Organization] and [Recipient's Organization] that aims to foster collaboration in [briefly describe the purpose of the cooperation, e.g., community development, research, environmental sustainability, etc.].

Our organizations share a common goal of [state common goal or mission], and I believe that by working together, we can achieve [mention specific outcomes or benefits].

To outline our proposal, I suggest the following objectives:

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

We would appreciate the opportunity to discuss this proposal further and explore how our organizations can collaborate effectively. Please let me know a suitable time for a meeting, or feel free to reach out if you have any questions.

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

Sincerely,

[Your Name]

[Your Position]

[Your Organization]