

Cooperative Agreement Notification

Date: [Insert Date]

Recipient Name

Recipient Address

City, State, Zip Code

Dear [Recipient Name],

We are pleased to inform you that we have approved your request for a cooperative agreement regarding [brief description of the project or initiative]. This agreement aims to [outline objectives or goals of the cooperation].

The terms and conditions of this agreement are as follows:

- **Scope of Work:** [Details about the work to be completed]
- **Funding Amount:** [Specify funding details]
- **Duration:** [Specify the duration of the agreement]
- **Reporting Requirements:** [Outline any necessary reports or evaluations]

We look forward to your cooperation and a successful partnership. For any questions or further information, feel free to contact us at [your contact information].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]