

Agency Cooperation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Agency/Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Agency/Organization]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a potential cooperation between our agencies/organizations to [briefly describe the purpose of cooperation, e.g., "enhance community outreach programs"].

Given our mutual interests in [specific areas of interest], I believe that a collaborative approach could be highly beneficial. Our agency has experience in [list relevant experience or expertise], and we would be keen to explore how we can work together to [mention objectives or outcomes].

I would appreciate the opportunity to discuss this further and explore how we can align our efforts. Please let me know a convenient time for you to meet or have a call.

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

Sincerely,

[Your Name]

[Your Position]

[Your Agency/Organization]