

# Letter of Inquiry for Collaboration

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of the Community Safety Task Force to express our interest in exploring potential collaboration opportunities with [Recipient's Organization/Department].

Our task force is committed to enhancing community safety and well-being through proactive measures and partnerships. We believe that by working together, we can leverage our collective resources and expertise to address the pressing safety issues in our community more effectively.

We would like to propose a meeting to discuss this potential collaboration further. Please let us know your availability in the coming weeks so we may coordinate a suitable time.

Thank you for considering this opportunity to work together. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]