

# **Inquiry for Cooperative Consultancy Project**

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the possibility of initiating a cooperative consultancy project between [Your Organization] and [Recipient's Organization]. We believe that our collaborative efforts can lead to significant advancements in [specific field/sector].

We are particularly interested in exploring [specific areas of interest or potential project details]. We believe that with your expertise and our resources, we can effectively address [specific challenges/problems].

Please let us know if we could schedule a meeting to discuss this potential collaboration in more detail. We are eager to explore how we can work together towards our common goals.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]