

Letter of Inter-Agency Cooperation for Disaster Response

Date: [Insert Date]

From:

[Your Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient Organization Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Cooperation for Disaster Response

We, at [Your Organization Name], are writing to formally initiate a collaborative effort with [Recipient Organization Name] in response to the recent disaster event that has impacted our shared communities. Our organizations recognize the importance of unified action to provide effective assistance and support to affected populations.

Through this letter, we propose to establish a framework for inter-agency cooperation that includes but is not limited to:

- Sharing of resources and information
- Coordinated response efforts and operations
- Joint training and capacity-building initiatives
- Regular communication and updates regarding ongoing activities and needs

We believe that by coming together, we can enhance our response capabilities and ensure a more efficient allocation of resources. We look forward to discussing this proposal further and to plan a meeting at your earliest convenience.

Thank you for your attention to this important matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]