

# Letter of Cooperation for Partnership Planning

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are excited to propose a partnership between [Your Organization's Name] and [Recipient's Organization's Name] to [briefly describe the purpose of the cooperation]. This collaboration aims to [specific goals or objectives of the partnership].

## Outline of Cooperation

1. **Objectives:** [List key objectives of the partnership]
2. **Roles and Responsibilities:**
  - o [Your Organization's Name] will be responsible for [list responsibilities]
  - o [Recipient's Organization's Name] will be responsible for [list responsibilities]
3. **Timeline:** [Provide a timeline for the partnership activities]
4. **Resources Required:** [List resources needed from both sides]
5. **Evaluation Metrics:** [Explain how success will be measured]

We believe that this partnership will bring significant benefits to both organizations, and we are eager to explore this opportunity further. Please feel free to reach out to discuss any ideas or suggestions you may have.

Thank you for considering this proposal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]