

# Cooperative Agreement Request for Training Organization

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to propose a cooperative agreement between [Your Organization] and [Recipient Organization] to enhance training programs in [specific area or industry]. Our organizations share a commitment to improving [relevant skills/education], and I believe that a collaborative effort would lead to impactful outcomes.

We would like to request a meeting to discuss potential partnership opportunities, including resource sharing, curriculum development, and joint training sessions. We are confident that together we can address the needs of our communities and increase the effectiveness of our training initiatives.

Please let us know your availability for a meeting in the coming weeks. We look forward to the possibility of working together to achieve our mutual goals.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Position]