

Cooperative Agreement Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose a cooperative agreement between [Your Organization] and [Recipient's Organization]. We believe that a collaboration between our two organizations could significantly enhance our capacity to [state purpose or goal].

Our organizations share common objectives in [mention areas of common interest], and we believe that by working together, we can achieve greater impact and success.

We suggest exploring the following areas for collaboration:

- [Area of Collaboration 1]
- [Area of Collaboration 2]
- [Area of Collaboration 3]

If you are open to discussing this proposal further, I would appreciate the opportunity to meet with you at your convenience. Please let me know a suitable time for you.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization]