

Cooperative Agreement Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are pleased to submit our proposal for a cooperative agreement between [Your Organization] and [Recipient Organization]. This proposal outlines our shared goals and the mutual benefits of working together to achieve [specific objectives].

Our organization is committed to [briefly describe your mission and objectives]. Through this cooperative agreement, we aim to [describe the key goals of the partnership].

We propose the following activities to facilitate our collaboration:

- [Activity 1]
- [Activity 2]
- [Activity 3]

We believe that our combined resources and expertise will significantly enhance our ability to [desired outcome]. We look forward to discussing this proposal with you and exploring how we can best work together.

Thank you for considering this cooperative agreement proposal. I am available for a meeting at your earliest convenience to discuss this further.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]