

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[DCFS Office Name]
[DCFS Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Your Organization]. We specialize in [brief description of your organization's mission and focus areas].

I am writing to propose a collaboration between [Your Organization] and the Department of Children and Family Services (DCFS) to [briefly describe the purpose of the collaboration, e.g., enhance support services for children and families, improve resource accessibility, etc.].

We believe that by combining our efforts, we can [describe the potential impact or benefits of collaboration]. Specifically, we propose to [briefly outline the proposed activities or projects you would like to work on together].

We would appreciate the opportunity to discuss this collaboration further and explore how we can align our resources for the benefit of the families we serve. Please let me know a convenient time for us to meet or speak over the phone.

Thank you for considering our proposal. We look forward to the possibility of working together.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]