

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Governance Proposal for [Specific Initiative/Project]

I hope this letter finds you well. I am writing to present a governance proposal regarding [briefly describe the initiative/project]. This proposal aims to enhance our collective efforts in [describe the purpose of the initiative/project].

**\*\*Objectives\*\*:**

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

**\*\*Proposed Governance Structure\*\*:**

- [Description of governance body/committee]
- [Roles and responsibilities of members]
- [Decision-making process]

**\*\*Outcomes and Benefits\*\*:**

- [Expected outcome 1]
- [Expected outcome 2]
- [Expected outcome 3]

**\*\*Next Steps\*\*:**

I propose that we convene a meeting on [suggest date] to discuss this proposal in detail. Your expertise and insights would be invaluable in shaping our approach.

Thank you for considering this proposal. I look forward to your feedback.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]