

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

Subject: Request for Joint Training and Professional Services (JTPS)

I hope this letter finds you well. I am writing to formally request a Joint Training and Professional Services (JTPS) agreement between our organizations. We believe that collaborating on this initiative will significantly enhance our capabilities and foster mutual growth.

[Briefly outline the purpose of the JTPS and its potential benefits for both parties.]

We propose to organize a meeting to discuss this opportunity in further detail and explore how we can effectively collaborate. Please let me know your availability for a meeting in the coming weeks.

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

Sincerely,

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