

[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],

I am writing to formally request a Letter of Willingness to Cooperate (LWC) for [specific purpose or project]. This LWC is crucial for [briefly explain the importance of the LWC and its role in your project].

To provide some context, [give a brief overview of your project or initiative, including any relevant deadlines or milestones]. I believe that obtaining this letter will significantly contribute to our efforts in [explain how the LWC will benefit your project].

If you need any additional information or documentation to facilitate this request, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]