

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

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

Dear [Recipient's Name],

I am writing to confirm our organization's readiness to apply for the Open Government Partnership (OGP). We have thoroughly prepared the required documentation and developed a comprehensive action plan that aligns with OGP principles.

Our team is committed to enhancing transparency, citizen engagement, and accountability. We have conducted stakeholder consultations and incorporated their feedback into our strategy to ensure a collaborative approach.

We look forward to the opportunity to contribute to OGP's mission and collaborate with other participants.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Contact Information]