

[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 express my interest in applying for the Open Government Partnership (OGP) program. As [your position/role] at [your organization], I believe our initiative aligns with OGP's mission to promote transparency, accountability, and civic participation in governance.

Our project, [Project Name], aims to [briefly describe the project and its objectives]. We have already seen [mention any relevant achievements or data], which demonstrates our commitment to achieving substantial impact in our community.

We understand the importance of collaboration in this endeavor and are eager to engage with fellow OGP partners to share insights and learn from best practices. We firmly believe that through this partnership, we can [state desired outcomes or goals].

Please find attached additional documentation regarding our project, including [mention any specific documents, such as project plans, budgets, or testimonials]. I am looking forward to the opportunity to discuss our application further.

Thank you for considering our proposal.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]
[Your Organization Website] (if applicable)