

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Organization/Organization's Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in participating in the Open Government Partnership (OGP) application process as [Your Role/Position] at [Your Organization].

Our organization is committed to enhancing transparency, accountability, and civic engagement, and we believe that joining OGP will significantly contribute to our efforts to improve governance and serve our community better.

We have identified specific initiatives aimed at [briefly outline initiatives relevant to OGP, e.g., improving access to information, increasing public participation, etc.]. We are eager to collaborate with other members, share best practices, and learn from global experiences. Enclosed with this letter are the necessary documents required for the application, including [list documents, e.g., organizational profile, previous initiatives, etc.]. We are excited about the possibility of working together to foster a more open and participatory government. Thank you for considering our application. We look forward to your positive response.

Sincerely,

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