

[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 the Open Government Partnership (OGP) application for [specific project or initiative name].

[Opening statement about your organization's mission and alignment with OGP values.]

We are committed to [specific goals related to transparency, accountability, and civic engagement]. Our proposed project aims to [brief description of the project and its significance].

[Include your organization's background and previous work that supports your application.]

I am particularly excited about this initiative because [discuss the potential impact and how it aligns with OGP principles].

I would appreciate the opportunity to discuss our application further and explore ways we can collaborate to enhance transparency and citizen participation in [specific context].

Thank you for considering our proposal. I look forward to your response.

Sincerely,

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