<Agency/Department Letterhead>

Colorado WIC Program

Colorado Department of Public Health and Environment

Attention: Heidi Hoffman, COWIC Director

4300 Cherry Creek Drive South

Denver, Colorado 80246

Dear Director Hoffman:

We are writing to express our support for the partnership between <AGENCY/ORGANIZATION> and <AGENCY/ORGANIZATION> for the purpose of sharing resources, creating greater capacity, maximizing budget efficiencies, and meeting service standards for the Colorado WIC Program.

Leadership and staff at <AGENCY/ORGANIZATION> recognize the importance of providing high-quality services to WIC clients and believe that collaboration with other agencies can enhance our ability to meet the diverse needs of our community. We are eager to develop an inter-agency partnership that will allow us to optimize our staffing and funding resources while maintaining the quality and efficiency of our services.

In support of the application for a contract to operate the Colorado WIC Program, the management/leadership of [AGENCY/ORGANIZATION] submits this letter noting our intent to partner with [AGENCY/ORGANIZATION] for the provision of the following WIC services:

<Identify positions/services provided to be shared/provided by Agency/Organization>

*Example: Specifically, the roles of WIC Director and WIC High-Risk Counselor will be shared across Agencies.*

*Our Partnership will involve:*

1. *Sharing the responsibilities of the WIC Director and WIC High-Risk Counselor between our organizations.*
2. *Establishing clear communication channels and collaboration mechanisms to ensure effective teamwork and coordination.*
3. *Conducting regular evaluations and reviews to assess the effectiveness of the partnership and make any necessary adjustments.*
4. *Defining specific operational roles and responsibilities through a Memorandum of Understanding to be approved by both governing boards.*

We understand that successful partnerships require careful planning and ongoing communication, and we are committed to working collaboratively with <AGENCY/ ORGANIZATION> to ensure the success of this initiative. Within thirty (30) days after the execution of the FFY2025 COWIC contract, [AGENCY/ORGANIZATION] commits to submitting a fully-executed Memorandum of Understanding or similar agreement with all relevant partnership details.

Sincerely,

Name & Title

Contact Information

Agency