

# Letter of Agreement for Cooperative Development

Date: [Insert Date]

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

Dear [Recipient's Name],

This letter serves as a formal agreement between [Your Organization Name] and [Recipient's Organization Name] regarding our collaborative efforts in the development of [Project/Initiative Name].

The goals of our cooperation are as follows:

- [Goal 1]
- [Goal 2]
- [Goal 3]

Both parties agree to the following terms:

1. [Term 1]
2. [Term 2]
3. [Term 3]

This agreement will commence on [Start Date] and will continue until [End Date], unless terminated earlier in accordance with the provisions outlined in this letter.

We appreciate your collaboration and look forward to a successful partnership. Please sign below to confirm your acceptance of this agreement.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization Name]  
[Your Address]  
[Your City, State, Zip Code]

Agreed and Accepted by:

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization Name]

Date: \_\_\_\_\_