

Agreement Letter Template for Cross-Organization Initiatives

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to propose a collaborative initiative between [Your Organization] and [Recipient's Organization] aimed at [briefly describe the initiative]. This letter serves as a framework to outline our mutual understanding and commitment to this collaboration.

1. Purpose

The purpose of this initiative is to [describe purpose in detail].

2. Scope of Work

The collaboration will involve the following activities: [list activities].

3. Roles and Responsibilities

Both organizations will contribute in the following ways:

- [Your Organization's responsibilities]
- [Recipient's Organization's responsibilities]

4. Timeline

This initiative is expected to commence on [start date] and conclude by [end date].

5. Funding

The financial responsibilities for this initiative will be as follows: [detail funding agreement].

6. Communication

Regular communication will be maintained through [outline communication methods].

7. Confidentiality

Both parties agree to maintain confidentiality regarding sensitive information shared during this initiative.

8. Termination

This agreement may be terminated under the following conditions: [list conditions].

We believe that this initiative will greatly benefit both organizations and are excited about the potential outcomes.

Please indicate your agreement to these terms by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

Accepted by:

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

Signature: _____

Date: _____