

# Inter-Organizational Collaboration Agreement

Date: [Insert Date]

From:

[Organization Name]

[Address]

[City, State, Zip Code]

To:

[Partner Organization Name]

[Partner Address]

[City, State, Zip Code]

## Subject: Collaboration Agreement

Dear [Partner Organization Contact Name],

We are writing to formally establish a collaboration agreement between [Organization Name] and [Partner Organization Name] regarding [specific project or purpose]. This partnership aims to [describe purpose and goals of collaboration].

### Terms of Collaboration:

- **Purpose:** [Detail the purpose of collaboration]
- **Duration:** [Specify duration of the collaboration]
- **Roles and Responsibilities:** [Outline roles and responsibilities of each party]
- **Financial Arrangements:** [Detail any financial commitments or support]
- **Evaluation:** [Outline how the collaboration will be evaluated]

If you agree to the terms outlined above, please sign below and return a copy of this letter by [return date].

We look forward to collaborating with you and achieving our mutual goals.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]

Agreed and Accepted by:

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[Partner Organization Contact Name]

[Partner Position]

[Partner Organization Name]

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