

Project-Based Collaboration Agreement

Date: [Insert Date]

From:

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]

To:

[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to propose a collaboration agreement between [Your Company/Organization] and [Recipient Company/Organization] for the purpose of [brief description of the project]. This collaboration aims to [outline goals or benefits of the collaboration].

Terms of Collaboration:

1. **Scope of Work:** [Describe what each party will contribute to the project.]
2. **Duration:** [Specify the timeframe for the project.]
3. **Responsibilities:** [Outline the responsibilities of each party.]
4. **Confidentiality:** [Agree on the handling of confidential information.]
5. **Termination:** [Conditions under which the agreement can be terminated.]

If you agree to the terms outlined above, please sign and return a copy of this letter by [insert return date]. We look forward to the possibility of working together.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]

Accepted and Agreed by:

[Recipient Name]

[Recipient Position]

[Recipient Company/Organization]

Signature