

Collaboration Agreement

Date: [Insert Date]

From:

[Your Name]
[Your Title]
[Your Organization]
[Address Line 1]
[Address Line 2]
[Email Address]
[Phone Number]

To:

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Address Line 1]
[Address Line 2]
[Email Address]
[Phone Number]

Subject: Collaboration Agreement

Dear [Recipient's Name],

We are pleased to propose a collaboration agreement between [Your Organization] and [Recipient's Organization] to [briefly describe the purpose of the collaboration].

The terms of our collaboration will include:

- Objective: [Define objective]
- Duration: [Specify duration]
- Responsibilities: [List responsibilities of each party]
- Confidentiality: [Mention confidentiality terms if any]
- Termination: [Outline termination conditions]

We believe this collaboration will lead to mutual benefits and a successful partnership. Please review the terms and let us know if you have any questions or suggestions.

We look forward to your response.

Sincerely,
[Your Name]

[Your Title]
[Your Organization]