

# Shared Resources and Facilities Agreement

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address]

Dear [Recipient's Name],

This letter serves as an agreement between [Your Organization's Name] and [Recipient's Organization's Name] regarding the shared use of resources and facilities as outlined below:

## 1. Purpose

The purpose of this agreement is to establish the terms and conditions under which shared resources and facilities will be utilized.

## 2. Shared Resources and Facilities

The resources and facilities encompassed in this agreement include:

- [Resource/Facility 1]
- [Resource/Facility 2]
- [Resource/Facility 3]

## 3. Terms of Use

Details regarding the scheduling, priority, and maintenance of the shared resources and facilities:

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

## 4. Duration

This agreement will commence on [Start Date] and will remain in effect until [End Date], unless terminated earlier by either party with [notice period].

## 5. Signatures

By signing below, both parties agree to the terms and conditions set forth in this agreement.

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[Your Name]  
[Your Title]  
[Your Organization]

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[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]

Please feel free to contact me if you have any questions or require further clarification.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]