

Letter of Agreement for Academic Collaboration

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to formalize our academic collaboration between [Your Institution's Name] and [Recipient's Institution's Name]. This agreement outlines our mutual interests and commitments in pursuing collaborative research and educational opportunities.

Objectives

The primary objectives of this collaboration include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Roles and Responsibilities

Both parties agree to undertake the following roles and responsibilities:

- [Your Institution's Name] will: [List responsibilities]
- [Recipient's Institution's Name] will: [List responsibilities]

Duration

This agreement will commence on [Start Date] and will continue until [End Date], unless terminated by either party with [Number of Days] days' written notice.

Confidentiality

Both parties agree to maintain the confidentiality of any proprietary information exchanged during this collaboration.

We look forward to a fruitful collaboration that will enhance our research and educational endeavors. Please sign below to acknowledge your agreement to the terms set forth in this letter.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Your Contact Information]

I, [Recipient's Name], hereby agree to the terms of this collaboration as outlined above.

Signature: _____

Date: _____