

Collaborative Purchasing Agreement

Date: [Insert Date]

To: [Partner Organization Name]

From: [Your Organization Name]

Subject: Collaborative Purchasing Agreement

Dear [Partner's Contact Name],

We are pleased to propose a collaborative purchasing agreement between [Your Organization Name] and [Partner Organization Name]. This agreement aims to leverage our collective purchasing power to achieve cost savings and improve procurement efficiency.

Terms of Agreement:

1. **Scope of Collaboration:** [Description of the products/services to be purchased collaboratively.]
2. **Duration:** [Specify the duration of the agreement.]
3. **Responsibilities:** [Outline the roles and responsibilities of each party.]
4. **Cost Sharing:** [Details on how costs will be shared or allocated.]
5. **Dispute Resolution:** [Outline of the process for resolving disputes.]

We believe that this collaboration will not only benefit our organizations financially but also strengthen our partnership. Please review the terms and let us know if you have any questions or require further modifications.

We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]