

# Partnership Agreement for Project Collaboration

Date: \_\_\_\_\_

To,

[Partner's Name]

[Partner's Title]

[Organization's Name]

[Organization's Address]

Dear [Partner's Name],

We are pleased to propose a partnership agreement between [Your Organization's Name] and [Partner's Organization's Name] to collaborate on [Project Name]. This letter outlines the key terms and responsibilities of both parties to ensure a successful partnership.

## 1. Purpose of the Partnership

The purpose of this partnership is to [briefly describe the purpose of the project and goals].

## 2. Roles and Responsibilities

[Your Organization's Name] will be responsible for:

- [List of responsibilities]

[Partner's Organization's Name] will be responsible for:

- [List of responsibilities]

## 3. Duration

This partnership will commence on [start date] and will continue until [end date], unless terminated earlier by either party with written notice of [notice period].

## 4. Financial Arrangements

Both parties will contribute to the project costs as follows:

- [Your Organization's contribution]
- [Partner's Organization's contribution]

## **5. Confidentiality**

Both parties agree to maintain confidentiality regarding any sensitive information exchanged during the collaboration.

If you agree to the terms outlined above, please sign and return a copy of this letter by [response deadline].

We look forward to a fruitful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]

Agreed and Accepted:

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[Partner's Name]

[Partner's Title]

[Partner's Organization's Name]