

# Collaboration Agreement

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to propose a collaboration agreement between [Your Organization Name] and [Recipient's Organization Name]. This agreement aims to establish a mutually beneficial partnership that will enhance our [specific goals of the collaboration, e.g., research initiatives, community outreach, industry standards, etc.].

## Objectives

- Define joint activities and projects.
- Share resources and expertise.
- Enhance visibility and recognition of our organizations.

## Roles and Responsibilities

Both parties agree to the following roles and responsibilities:

- [Your Organization Name]: [Specify responsibilities]
- [Recipient's Organization Name]: [Specify responsibilities]

## Duration

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

## Confidentiality

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

## Signatures

We look forward to your positive response and to embarking on this collaborative journey together. Please indicate your acceptance of this agreement by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]

Accepted by:

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

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