

# Letter of Key Terms of Collaboration

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

We are pleased to outline the key terms of collaboration between [Your Organization] and [Recipient Organization] as follows:

## 1. Purpose of Collaboration

The purpose of this collaboration is to [briefly explain the purpose].

## 2. Scope of Work

The scope of work includes the following activities: [list of activities].

## 3. Roles and Responsibilities

Each party's roles and responsibilities are as follows: [list roles and responsibilities].

## 4. Timeline

The collaboration will commence on [start date] and conclude on [end date].

## 5. Budget and Funding

The total budget for the collaboration is [amount] with funding sources as follows: [funding sources].

## 6. Confidentiality

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

## **7. Termination**

Either party may terminate this agreement with [number] days written notice.

We believe that this collaboration will be mutually beneficial and we look forward to working together. Please feel free to contact me at [Your Contact Information] if you have any questions or require further clarification.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[Your Phone Number]

[Your Email]