

# Collaboration Agreement Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Position]  
[School Library Name]  
[School Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to propose a collaboration between [Your Organization] and [School Library Name]. This partnership aims to [briefly state the purpose of collaboration, e.g., enhance literacy, provide educational resources, etc.].

We believe that by working together, we can achieve [mention specific goals or objectives]. We propose the following terms for our collaboration:

- [Term 1: e.g., joint programs, workshops, etc.]
- [Term 2: e.g., resource sharing, access to materials, etc.]
- [Term 3: e.g., scheduling regular meetings, evaluations, etc.]

We hope to discuss this proposal further and solidify our partnership. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Thank you for considering this opportunity. We look forward to the possibility of working together to benefit our community.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]