

Technical Assistance Agreement

Date: [Insert Date]

From:

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: Technical Assistance Agreement

Dear [Recipient's Name],

We are pleased to offer our technical assistance to [Recipient's Organization] in regard to [briefly describe the project or purpose]. This Technical Assistance Agreement outlines the terms and conditions under which this assistance will be provided.

1. Scope of Services

[Describe the specific services to be provided]

2. Duration

This agreement will commence on [start date] and will conclude on [end date].

3. Compensation

The compensation for the services rendered will be [insert payment terms].

4. Confidentiality

Both parties agree to keep all proprietary information confidential.

5. Governing Law

This agreement shall be governed by the laws of [specify jurisdiction].

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

Sincerely,

[Your Name]

[Your Title]

Accepted and Agreed:

[Recipient's Name]

[Recipient's Title]

Date: _____