

# Community Aid Project Agreement

**Date:** [Insert Date]

**From:**

[Your Organization Name]  
[Your Organization Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

**To:**

[Partner Organization Name]  
[Partner Organization Address]  
[City, State, Zip Code]

Dear [Partner's Name],

We are pleased to enter into this agreement between [Your Organization Name] and [Partner Organization Name] for the purpose of collaborating on the [Project Name] community aid project.

## Project Overview

The [Project Name] aims to [briefly describe the objectives and goals of the project].

## Roles and Responsibilities

- [Your Organization Name]'s responsibilities include:
  - [Responsibility 1]
  - [Responsibility 2]
- [Partner Organization Name]'s responsibilities include:
  - [Responsibility 1]
  - [Responsibility 2]

## Timeline

The project will commence on [Start Date] and conclude on [End Date].

## Funding

Details regarding funding contributions from each organization will be outlined in an attached document.

We appreciate your partnership in this important endeavor and look forward to our successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]