

# Cooperative Agreement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to formally establish a cooperative agreement between [Your Organization Name] and [Recipient Organization Name]. This agreement will aim to promote mutual interests and achieve our common objectives.

## Agreement Overview

1. Purpose: The purpose of this agreement is to [briefly describe the purpose].
2. Scope: This agreement will cover [briefly describe the scope of work].
3. Duration: The agreement will be effective from [start date] and will continue until [end date].

## Responsibilities

[Your Organization Name] will be responsible for: [list responsibilities].

[Recipient Organization Name] will be responsible for: [list responsibilities].

## Funding

The funding arrangements for this agreement will be as follows: [describe funding details].

Please indicate your acceptance of this agreement by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

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Acceptance:

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[Recipient Name]

[Recipient Title]

[Recipient Organization Name]