

# Inter-Agency Service Agreement

Date: [Insert Date]

To:

[Agency Name]

[Agency Address]

[City, State, Zip Code]

From:

[Your Organization Name]

[Your Organization Address]

[City, State, Zip Code]

## **Subject: Inter-Agency Service Agreement for Community Outreach**

Dear [Recipient's Name],

This letter serves as an inter-agency service agreement between [Your Organization Name] and [Agency Name] for the purpose of facilitating community outreach initiatives aimed at [briefly describe goal, e.g., improving access to services, raising awareness, etc.].

### **Scope of Services**

Both parties agree to collaborate on the following activities:

- [Activity 1]
- [Activity 2]
- [Activity 3]

### **Roles and Responsibilities**

Each agency will undertake the following responsibilities:

- [Your Organization Name] will [describe responsibilities].
- [Agency Name] will [describe responsibilities].

## **Duration of Agreement**

This agreement will commence on [start date] and will terminate on [end date], unless extended by mutual consent of both parties.

## **Confidentiality**

Both parties agree to maintain the confidentiality of sensitive information exchanged during the course of this agreement.

## **Amendments**

Any amendments to this agreement must be in writing and signed by authorized representatives of both parties.

## **Signatures**

By signing below, both parties agree to the terms outlined in this service agreement.

---

[Your Name]  
[Your Title]  
[Your Organization Name]

---

[Recipient's Name]  
[Recipient's Title]  
[Agency Name]

Thank you for your collaboration in enhancing community outreach efforts.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization Name]