

# Collaboration Agreement for Social Service Partnership

Date: [Insert Date]

To: [Partner Organization Name]

Address: [Partner Organization Address]

Dear [Partner Organization Contact Name],

We are pleased to propose a collaboration agreement between [Your Organization Name] and [Partner Organization Name] to enhance our collective efforts in providing essential social services to the community.

## **Purpose of Collaboration:**

The purpose of this agreement is to outline the mutual responsibilities and objectives of both organizations in the delivery of social services, including but not limited to [specific services or projects].

## **Roles and Responsibilities:**

- [Your Organization Name] will be responsible for [specific responsibilities].
- [Partner Organization Name] will be responsible for [specific responsibilities].

## **Duration:**

This collaboration agreement will commence on [Start Date] and will continue until [End Date] unless terminated by either party with a written notice of [number of days] days.

## **Funding:**

Details regarding funding responsibilities will be discussed and agreed upon in subsequent meetings.

We believe that this collaboration will significantly benefit our communities and look forward to discussing this proposal further. Please feel free to reach out to us at [Your Contact Information].

Thank you for considering this opportunity for collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Organization Address]

[Your Contact Information]