

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

[Recipient Name] [Recipient Position] [Recipient Organization] [Recipient Address] [City, State, Zip Code]

Dear [Recipient Name],

I am writing to formalize our resource sharing agreement between [Your Organization] and [Recipient Organization]. This agreement outlines our commitment to collaboratively sharing resources, including [specific resources], to enhance our operations and serve our communities better.

The key terms of our resource sharing agreement include:

- **Resource Description:** [List of resources to be shared]
- **Duration:** [Specify the duration of the agreement]
- **Responsibilities:** [Outline the responsibilities of each party]
- **Confidentiality:** [Detail any confidentiality requirements]

We believe this partnership will be mutually beneficial and enhance our collaborative efforts. Please review this letter and, if all terms are agreeable, sign below to acknowledge your acceptance of this resource sharing agreement.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

[Your Name] [Your Position] [Your Organization]

Accepted by:

[Recipient Name] [Recipient Position] [Recipient Organization] [Date]