

Resource Sharing Agreement

Date: [Insert Date]

From: [Department A Name]

To: [Department B Name]

Subject: Resource Sharing Agreement

Dear [Department B Head/Manager],

We are writing to formalize a resource sharing agreement between [Department A] and [Department B]. This cooperation aims to enhance operational efficiency and foster collaboration through the shared utilization of resources.

1. Shared Resources

- [Resource 1: Description]
- [Resource 2: Description]
- [Resource 3: Description]

2. Terms of Agreement

- a. Both departments will mutually agree on the usage schedule of the shared resources.
- b. [Department A] will maintain responsibility for the maintenance of the resources while in use.
- c. Any expenses incurred during the sharing will be discussed and agreed upon prior to usage.

3. Duration of Agreement

This agreement will remain in effect from [Start Date] to [End Date], with the possibility of renewal upon mutual consent.

4. Dispute Resolution

Any disputes arising from this agreement will be addressed through direct communication between department heads prior to any escalation.

We appreciate your collaboration and look forward to working together to utilize our resources effectively.

Sincerely,

[Your Name]

[Your Position]

[Department A]