

Confirmation of Research and Development Collaboration Terms

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Institution's Name]

[Address]

Dear [Recipient's Name],

We are pleased to confirm the terms of our collaboration on the research and development project titled "[Project Title]." This letter serves to outline our mutual understanding as follows:

Collaboration Objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Roles and Responsibilities:

[Your Organization's Name] will be responsible for [List Responsibilities].

[Recipient's Organization's Name] will be responsible for [List Responsibilities].

Timeline:

The project is expected to commence on [Start Date] and conclude by [End Date].

Budget and Funding:

The total budget for the project is estimated at [Amount]. The funding will be provided by [Funding Source].

Confidentiality:

Both parties agree to maintain confidentiality regarding the shared information throughout the collaboration period.

Signatures:

This confirmation is to be signed by authorized representatives from both parties:

[Your Name]

[Your Position]

[Your Organization's Name]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization's Name]

Thank you for your collaboration, and we look forward to working together.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Contact Information]