

# Letter of Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as an agreement for the collaboration between [Your Organization's Name] and [Recipient's Organization's Name] for the Child Welfare Project, effective [Start Date]. The objective of this collaboration is to [briefly describe the project's goals and objectives].

We agree to the following terms:

- Each party will contribute resources and expertise as detailed in the attached project proposal.
- Regular meetings will be held to assess progress and make necessary adjustments.
- All parties will ensure compliance with applicable laws and regulations regarding child welfare.
- Confidentiality of sensitive information pertaining to the project participants will be upheld by all parties.

Please review the terms outlined in this letter. If you agree with this collaboration, please sign below by [Due Date] and return a copy to us.

Thank you for your commitment to improving the welfare of children in our community.

Sincerely,

[Your Name]

[Your Position]

[Your Organization's Name]

[Your Contact Information]

Agreement and Acceptance:

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[Recipient's Name] - [Recipient's Position]

Date: \_\_\_\_\_