Collaboration Agreement for Innovation Initiatives

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

We are excited to propose a collaboration agreement between [Your Organization Name] and [Recipient Organization Name] focused on innovative initiatives that aim to [briefly describe the purpose of the collaboration].

Objectives

- Objective 1: [Describe the first objective]
- Objective 2: [Describe the second objective]
- Objective 3: [Describe the third objective]

Roles and Responsibilities

We suggest the following roles and responsibilities:

- [Your Organization Name] will be responsible for [describe responsibilities].
- [Recipient Organization Name] will be responsible for [describe responsibilities].

Duration

This collaboration will commence on [start date] and will continue until [end date], unless extended by mutual agreement.

Confidentiality

Both parties agree to maintain confidentiality regarding all proprietary information exchanged during this collaboration.

Signatures

If you agree with the terms outlined above, please sign below and return a copy of this letter.
Sincerely,
[Your Name]
[Your Title]
[Your Organization Name]
[Your Contact Information]
Accepted and Agreed:
[Recipient Name]
[Recipient Title]
[Recipient Organization Name]
Signature: Date: