

# Framework Agreement for Inter-Institutional Cooperation

Date: [Insert Date]

From:

[Institution A Name]

[Institution A Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Institution B Name]

[Institution B Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to propose a framework agreement for inter-institutional cooperation between [Institution A] and [Institution B]. This agreement aims to enhance collaboration in areas of mutual interest, including but not limited to [list specific areas of cooperation].

1. Purpose: The purpose of this cooperation is to [insert purpose].
2. Scope: The agreement shall cover the following areas: [insert areas].
3. Duration: This agreement shall be effective from [start date] and shall continue until [end date], unless terminated by either party with [number of days] written notice.
4. Responsibilities: Each institution agrees to [insert responsibilities].
5. Funding: The financial arrangements shall be outlined in separate agreements as necessary.

We believe that this cooperation will be mutually beneficial and look forward to discussing the details further. Please feel free to contact us at your earliest convenience.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Title]

[Institution A Name]