

# Cooperative Agreement Terms Appraisal

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally appraise the terms of the cooperative agreement between [Your Organization Name] and [Recipient Organization Name], originally executed on [Original Agreement Date]. Our review focuses on the performance metrics, compliance with established terms, and the overall effectiveness of the collaboration.

## Terms Appraisal Summary

- **Objectives:** [Briefly describe the objectives and goals of the agreement]
- **Performance Metrics:** [Summarize key performance indicators and outcomes]
- **Compliance:** [Evaluate adherence to the agreement's terms]
- **Recommendations:** [Suggest improvements or modifications if needed]

We believe that transparent evaluation is crucial for the success of our partnership. We look forward to your feedback and any discussion regarding the future direction of our cooperation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]