

Cooperative Agreement for Market Research Studies

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to propose a cooperative agreement between [Your Organization's Name] and [Recipient's Organization's Name] for the purpose of conducting market research studies aimed at [briefly describe the purpose of the research].

Scope of Work:

- Objective: [State the objective of the research]
- Methodology: [Outline the methods and approach to be used]
- Timeline: [Provide the estimated timeline for the project]
- Budget: [Outline the budget and funding contributions, if applicable]

Roles and Responsibilities:

[Your Organization's Name] agrees to [list your responsibilities].

[Recipient's Organization's Name] agrees to [list recipient's responsibilities].

This collaboration not only seeks to advance our understanding of [target market or subject] but also aims to foster a mutually beneficial partnership. We believe that the expertise and resources from both organizations will significantly enhance the quality and impact of the research undertaken.

We kindly request your agreement to this proposal and look forward to discussing this partnership further. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this cooperative agreement. We are excited about the potential of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Address]

[City, State, Zip Code]