

Letter of Agreement

Date: [Insert Date]

From:

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]

To:

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Subject: Agreement for Economic Development Collaboration

Dear [Recipient's Name],

This letter serves as a formal agreement between [Your Organization] and [Recipient's Organization] to collaborate on economic development initiatives aimed at fostering growth and sustainability within our communities.

Objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Responsibilities:

Both parties will commit to the following responsibilities:

- [Your Organization's Responsibilities]
- [Recipient's Organization's Responsibilities]

Duration:

This agreement will be effective from [Start Date] to [End Date].

Terms:

Details regarding funding, reporting, and evaluation will be outlined in a subsequent Memorandum of Understanding.

We look forward to a fruitful collaboration. Please acknowledge your acceptance of this agreement by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

Accepted by:

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

Signature: _____ Date: _____