

Notification of Research Collaboration Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

Dear [Recipient's Name],

We are pleased to inform you that we have entered into a research collaboration agreement between [Your Institution/Organization Name] and [Recipient's Institution/Organization Name]. This partnership aims to [briefly describe the purpose and goals of the collaboration].

The terms of our collaboration will include [list key terms, responsibilities, and contributions from both parties]. We believe that working together will lead to significant advancements in our fields.

Please find attached the signed agreement for your records. If you have any questions or require further clarification, do not hesitate to reach out.

We look forward to a fruitful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization Name]

[Your Contact Information]