

# Cooperative Agreement Confirmation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to confirm our cooperative agreement dated [Insert Date]. This agreement outlines the terms and conditions for our collaboration on [brief description of the project or initiative].

As per our discussions, both parties agree to the following:

- [Term 1]
- [Term 2]
- [Term 3]
- [Additional Terms as necessary]

We believe this partnership will yield significant benefits and look forward to working closely with you. Should you have any questions or require further details, please do not hesitate to reach out.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]