

Collaborative Project Agreement

Date: [Insert Date]

From:

[Your Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

To:

[Collaborator Organization Name]

[Collaborator Address]

[City, State, Zip Code]

[Email Address]

Subject: Collaborative Project Agreement

Dear [Collaborator's Name],

We are pleased to propose a collaborative project titled "[Project Title]" aimed at [brief description of project objectives]. We believe that by combining our resources and expertise, we can achieve significant outcome.

Scope of Collaboration

The parties agree to contribute the following:

- [Your Organization's Contributions]
- [Collaborator Organization's Contributions]

Responsibilities

Each party agrees to fulfill the following responsibilities:

- [Your Organization's Responsibilities]

- [Collaborator Organization's Responsibilities]

Timeline

The project is expected to commence on [Start Date] and conclude by [End Date].

Funding and Budget

Funding for the project will be sourced from [Funding Details]. A detailed budget outline will be finalized by [Date].

Confidentiality

Both parties agree to maintain confidentiality regarding sensitive information shared during the collaboration.

Signatures

We look forward to discussing this project further and formalizing our agreement. Please sign below to indicate your acceptance of the terms outlined above.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Collaborator's Name] - Acceptance

[Collaborator's Title]

[Collaborator Organization]