

Consortium Agreement Procedures

Date: [Insert Date]

From: [Your Organization Name]
[Your Organization Address]
[City, State, Zip Code]
[Email Address]

To: [Partner Organization Name]
[Partner Organization Address]
[City, State, Zip Code]

Subject: Consortium Agreement Procedures

Dear [Partner Contact Name],

We are pleased to move forward with the establishment of our consortium as discussed. Below you will find the proposed procedures for the consortium agreement.

1. Purpose of the Consortium

[Brief description of the purpose]

2. Roles and Responsibilities

[List of roles and responsibilities of each partner]

3. Agreement Drafting Timeline

[Proposed timeline for drafting and reviewing the agreement]

4. Meetings Schedule

[Proposed schedule for meetings and discussions]

5. Contact Persons

[List of main contact persons from each organization]

We look forward to your feedback on these procedures and to a successful collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Organization Name]