

Cooperative Agreement Letter

Date: [Insert Date]

From:

[Your Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Partner Organization Name]

[Partner Address]

[Partner City, State, Zip Code]

Dear [Partner Contact Name],

We are pleased to enter into a cooperative agreement with [Partner Organization Name] to [briefly describe the purpose of the agreement]. This agreement will be effective from [start date] to [end date].

The primary objectives of this partnership include:

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

Responsibilities of [Your Organization Name]:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Responsibilities of [Partner Organization Name]:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

We look forward to collaborating with you and are confident that our joint efforts will lead to mutual success.

Thank you for your trust and support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]