

Information Sharing Agreement

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Institution]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to propose an Information Sharing Agreement between [Your Institution] and [Recipient Institution] to facilitate collaboration in our academic partnerships. This agreement aims to define the terms and conditions under which we will share information relevant to [specific project or initiative].

Terms of Agreement

- Purpose of Information Sharing: [Briefly state the purpose]
- Types of Information Shared: [List types of data or information]
- Confidentiality: [Outline confidentiality measures]
- Duration of Agreement: [Specify duration]
- Dispute Resolution: [Outline procedures if disputes arise]

We believe that by formalizing our information sharing, we can enhance the effectiveness of our collaborative efforts and contribute to [specific goals or outcomes].

Please review the attached draft of the Information Sharing Agreement. We welcome your feedback and any additional terms you may wish to propose.

Thank you for considering this important partnership. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Institution]