

Information Sharing Agreement

Date: [Insert Date]

From: [Agency Name]

To: [Recipient Agency Name]

Subject: Information Sharing Agreement

Dear [Recipient Name],

This letter serves as an Information Sharing Agreement between [Agency Name] and [Recipient Agency Name]. The purpose of this agreement is to facilitate the sharing of information related to [describe the purpose of information sharing].

Agreement Details:

- **Parties Involved:** [Agency Name] and [Recipient Agency Name]
- **Data to be Shared:** [Specify types of data]
- **Use of Data:** [Explain how the data will be used]
- **Confidentiality:** [Outline confidentiality measures]
- **Duration of Agreement:** [Specify duration]

Both parties agree to comply with relevant laws and regulations regarding data sharing and protection of sensitive information. This agreement may be amended by mutual consent of both parties.

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined above.

Sincerely,

[Your Name]
[Your Title]
[Agency Name]
[Contact Information]

Accepted by:

[Recipient Name]
[Recipient Title]
[Recipient Agency Name]
[Date]